



Shire of Dardanup

A G E N D A

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 29 July 2020
Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup Council will be held on Wednesday, 29 July 2020 in the Council Chambers, Shire of Dardanup – Administration Centre Eaton, 1 Council Drive, Eaton – Commencing at 5.00pm.

A handwritten signature in black ink, appearing to read "A. Schönfeldt", is positioned above the name of the Chief Executive Officer.

MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

Date: 22 July 2020

Note: If interested persons would like to make comment on any items in this agenda, please email records@dardanup.wa.gov.au or hand deliver written comment to the Shire of Dardanup – Administration Centre Eaton, 1 Council Drive, Eaton. To be included in the meeting comments are to be delivered no later than 48 hours prior to the meeting.

The Chief Executive Officer will use his discretion as to whether the written comments are relevant and applicable to the meeting before approving their inclusion in the meeting.

VISION STATEMENT

“Provide effective leadership in encouraging balanced growth and development of the Shire while recognizing the diverse needs of our communities.”

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COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g.: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

DISCLAIMER

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

RISK ASSESSMENT

Inherent Risk	The level of risk in place in order to achieve the objectives of the Council and before actions are taken to alter the risk's impact or likelihood.
Residual Risk	The remaining level of risk following the development and implementation of Council's response.
Strategic Context	These risks are associated with achieving Council's long term objectives.
Operational Context	These risks are associated with the day-to-day activities of the Council.
Project Context	Project risk has two main components: <ul style="list-style-type: none"> • Direct refers to the risks that may arise as a result of project, which may prevent the Council from meeting its objectives. • Indirect refers to the risks which threaten the delivery of project outcomes.

RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE

Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	Environment
Insignificant (1)	Near miss Minor first aid injuries	Less than \$10,000	No material service interruption - backlog cleared < 6 hours	Compliance - No noticeable regulatory or statutory impact. Legal - Threat of litigation requiring small compensation. Contract - No effect on contract performance.	Unsubstantiated, low impact, low profile or 'no news' item	Contained, reversible impact managed by on site response
Minor (2)	Medical type injuries	\$10,001 - \$50,000	Short term temporary interruption – backlog cleared < 1 day	Compliance - Some temporary non compliances. Legal - Single minor litigation. Contract - Results in meeting between two parties in which one party expresses concern.	Substantiated, low impact, low news item	Contained, reversible impact managed by internal response
Moderate (3)	Lost time injury <30 days	\$50,001 - \$300,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Compliance - Short term non-compliance but with significant regulatory requirements imposed. Legal - Single moderate litigation or numerous minor litigations. Contract - Receive verbal advice that, if breaches continue, a default notice may be issued.	Substantiated, public embarrassment, moderate impact, moderate news profile	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury >30 days	\$300,001 - \$1.5 million	Prolonged interruption of services – additional resources; performance affected < 1 month	Compliance - Non-compliance results in termination of services or imposed penalties. Legal - Single major litigation or numerous moderate litigations. Contract - Receive/issue written notice threatening termination if not rectified.	Substantiated, public embarrassment, high impact, high news profile, third party actions	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$1.5 million	Indeterminate prolonged interruption of services – non-performance > 1 month	Compliance - Non-compliance results in litigation, criminal charges or significant damages or penalties. Legal - Numerous major litigations. Contract - Termination of contract for default.	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Uncontained, irreversible impact

RISK - LIKELIHOOD TABLE

LEVEL	RATING	DESCRIPTION	FREQUENCY
5	Almost Certain	The event is expected to occur in most circumstances	The event is expected to occur more than once per year
4	Likely	The event will probably occur in most circumstances	The event will probably occur at least once per year
3	Possible	The event should occur at some time	The event should occur at least once in 3 years
2	Unlikely	The event could occur at some time	The event could occur at least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	The event is not expected to occur more than once in 15 years

LEVEL OF RISK GUIDE

CONSEQUENCE		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD		1	2	3	4	5
Almost Certain	5	Moderate (5)	Moderate (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	Moderate (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

SHIRE OF DARDANUP

AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ON WEDNESDAY, 29 JULY 2020, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 5.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Presiding Member to declare the meeting open, welcome those in attendance, refer to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region and pay our respects to their elders, past, present and emerging.

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

2.2 Apologies

2.3 Leave of Absence

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

4 PUBLIC QUESTION TIME

5 APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL RESOLUTION

THAT be granted leave of absence for the Ordinary Council meeting to be held 26 August 2020.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Meeting Held 24 June 2020

OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Ordinary Meeting of Council held on 24 June 2020, be confirmed as true and correct subject to no / the following corrections:

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

9.1 Title: Expressions of Interest for the Shire Administration and Library Project – Design and Construct [EOI-F0151590]

It is recommended that Council go behind closed doors toward the end of the meeting in accordance with Shire of Dardanup Standing Orders & Local Government Act 1995 Section 5.23 (2) - Matters for Which Meeting May Be Closed:

Standing Order and the Local Government Act 1995 provides for Council to resolve to close the meeting to the public and proceed behind closed doors for matters:

- S 5.23 (1) *Subject to subsection (2), the following are to be open to members of the public-*
- (a) *all Council meetings; and*
 - (b) *all meetings of any committee to which a local government power or duty has been delegated.*
- (2) *If a meeting is being held by a Council or by a committee referred to in subsection (1) (b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following -*
- (a) *a matter affecting an employee or employees;*
 - (b) *the personal affairs of any person;*
 - (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
 - (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*
 - (e) *a matter that if disclosed, would reveal -*
 - (i) *a trade secret;*
 - (ii) *information that has a commercial value to a person; or*
 - (iii) *information about the business, professional, commercial or financial affairs of a person,*
where the trade secret or information is held by, or is about, a person other than the local government;
 - (f) *a matter that if disclosed, could be reasonably expected to -*
 - (i) *impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;*
 - (ii) *endanger the security of the local government's property; or*
 - (iii) *prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*
 - (g) *information which is the subject of a direction given under section 23 (1a) of the Parliamentary Commissioner Act 1971; and*
 - (h) *such other matters as may be prescribed.*
- (3) *A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

Note: *Shire President to advise that the meeting will go behind closed doors toward the end of the meeting to discuss Information where a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

11 DECLARATION OF INTEREST

“Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.”

Key Management Personnel (which includes Elected Members, CEO and Directors) are reminded of their requirement to disclose biannually transactions between Council and related parties in accordance with Council Policy CP039.

Note: Chairperson to advise of Disclosure of Interest forms received prior to the commencement of the meeting and to ask Councillors and staff if there are any further Declarations of Interest to be made.

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 Title: Proposed Land Transaction Lot 601

Reporting Department: Executive
Reporting Officer: Mr André Schönfeldt - Chief Executive Officer
Legislation: Local Government Act 1995

Overview

Council is requested to consider the submissions received with regards to the Proposed Land Transaction for Lot 601. Officers recommend that Council acknowledge the Submissions and responses, and requests the Minister of Lands to proceed with the transaction.

Background

The Shire of Dardanup in 2018 received correspondence from the Minister for Lands, Hon Rita Saffioti MLA advising her 'in principle' approval subject to conditions for the proposed sale of the balance of Lot 500 on Deposited Plan 66681 to the Shire of Dardanup. This is further detailed in the following extract from her letter:

"...I am prepared to provide 'in principle' approval to the sale of the land at the discounted price of \$1.00 plus GST. This approval is subject to the Shire of Dardanup:

- *Demonstrating that it has Western Australian Planning Commission support for the amendment of the Eaton Fair Activity Centre Plan to include the proposed changes to Lot 601 and the relocation of the administration buildings and associated services; and*
- *Undertaking public consultation for the proposed disposal providing the opportunity for submissions prior to final decision by Council.*

It should be noted that the following achievement of the above conditions this proposal will require final approval pursuant to section 74 of the Land Administration Act 1997."

The Minister provided this advice in response to correspondence from the Shire Chief Executive Officer, which detailed the proposed acquisition of Lot 500 by the Shire and its disposal to Citygate in order to relocate and fund a new Shire administration and library building.

On 12 December 2018, Council considered the offer from the Minister and resolved [390-18] as follows:

"THAT Council:

1. *Acknowledges the 'in principle' approval provided by the Minister for Lands, in correspondence dated 15 October 2018 (State ref: 72-13364), for the sale of the balance of Lot 500 Council Drive, Eaton, to the Shire at a discounted price of \$1.00 plus GST subject to conditions as stipulated in the Minister's correspondence;*
2. *Instructs the Chief Executive Officer to undertake the activities necessary to fulfil the conditions for approval as in the Minister's correspondence, being:*
 - a) *Demonstrating Western Australian Planning Commission support for the amendment of the Eaton Fair Activity Centre Plan to include the proposed changes to Lot 601 and the relocation of the administration buildings and associated services; and*

- b) *Undertaking public consultation for the proposed disposal, providing the opportunity for submissions prior to the final decision by Council to seek the approval of the Minister pursuant to section 74 of the Land Administration Act 1997.*

Advice Note:

- i) *Lot 601 is the new lot to be created from the balance of Lot 500.*

*CARRIED
6/0"*

At the same meeting, Council also resolved to advertise Scheme Amendment 202 to the Shire of Dardanup Town Planning Scheme No. 3, which proposed to rezone Lot 500 Council Drive, Eaton and portion of Lots 501, 507 and 1108 Recreation Drive, Eaton, to 'District Centre'.

On 27 March 2019, Council resolved to support Scheme Amendment 202 without requiring modification and for a report to be provided to the West Australian Planning Commission (WAPC) including all relevant information. Additionally Council also resolved to recommend to the WAPC that the proposed amendments to the Eaton Fair Activity Centre Plan dated October 2018 be approved, subject to some further modifications. This amendment provides for the new Shire Administration and Library Building to be constructed on freehold land next to Eaton Fair and for Lot 500 (now Lot 601) to be used for the expansion of the shopping centre.

WAPC initially endorsed the Eaton Fair Activity Centre Plan as adopted subject to minor amendments in May 2020 and granted final approval on 9 July 2020 as per the attached letter (Appendix ORD: 12.1A – Page 1 – Part 1). This letter and accompanying Eaton Fair Activity Centre Plan, provide evidence demonstrating that the Western Australian Planning Commission support the amendment of the Eaton Fair Activity Centre Plan to include the proposed changes to Lot 601 and the relocation of the administration buildings and associated services as requested by the Minister and should therefore satisfy this condition.

With regards to the second condition of the Minister, which is to advertise the proposed sale of land, Officers, following guidance from the Department of Lands advertised the Proposal document for a period of six (6) weeks during May, June and July 2020. This report provides the submissions received during the advertising period with officer comment against each relevant point raised. The proposal document can be viewed on the Shire's website: <https://www.dardanup.wa.gov.au/council/council-meetings/agendas-apedices/agendas-minutes-2020/>

Legal Implications

In her correspondence to the Shire, the Minister confirmed that the proposal does not fall within the parameters of the Public Recreation Reserve Disposal Guidelines and therefore, is unable to be sold at 5% of the unimproved market valuation. The Minister has indicated that the land would be sold to the Shire at a discounted price of \$1.00 plus GST, subject to conditions being met.

The Minister also advised that once the stipulated conditions have been met, further approval from the Minister will need to be sought in accordance with the Land Administration Act 1997:

74. Minister's powers as to sale of Crown land

- (1) The Minister may sell Crown land and may, without limiting the generality of that power —*
- (a) invite expressions of interest in Crown land; and*
 - (b) invite public tenders for the purchase of Crown land; and*
 - (c) offer for sale or re-offer for sale Crown land at any time; and*
 - (d) withdraw Crown land from offer for sale at any time before acceptance of that offer; and*
 - (e) lodge positive covenants or restrictive covenants or memorials concerning the performance of conditions of sale of Crown land; and*

- (f) sell Crown land by public auction, public tender or private treaty; and
 (g) sell Crown land subject to easements or reservations; and
 (h) sell Crown land by way of terms contracts requiring instalment payments.
- (2) Subject to this Part, the Minister may in relation to Crown land —
- (a) determine, and alter at any time before sale, conditions and covenants on title, prices, reserve prices, terms, conditions, interest rates and penalty interest rates; and
 (b) require a performance bond in respect of any such sale; and
 (c) select by ballot successful applicants for the purchase of Crown land; and
 (d) pay a commission to a person acting on behalf of the Minister in the sale of Crown land.
- (3) The Minister is not obliged to disclose any reserve price determined in relation to Crown land under subsection (2).

This report recommends that Council notes the sub-missions and requests the Minister of Lands to sell the land to the Shire in accordance with the in-principle approval.

Strategic Community Plan

Strategy 4.1.4 - To provide essential infrastructure: Facilitate the provision of essential services and infrastructure to support the growing community and local economy. (Service Priority: High)

Strategy 5.3.1 - To provide community facilities that enable a healthy community that volunteers, embraces lifelong learning and cultural awareness, and is involved with a diverse range of vibrant community, sporting, cultural and artistic organisations.

Environment - None.

Precedents

Council has previously purchased land from the State and sold it to Citygate Properties Pty Ltd in the Eaton Town Centre to facilitate the expansion of Eaton Fair.

Budget Implications

The Minister's offer to the Shire to purchase the land at \$1.00 plus GST represents a significant saving to the Shire. The Shire was originally expecting the land to be offered at 5% of the market valuation, which could have been in the vicinity of \$200,000 to \$250,000.

Additionally the proposal will give rise to the Shire receiving \$5mil as proceeds from the sale of the land and the Shire will also receive 3,000m² of land in freehold within the Eaton Activity Centre Precinct. The Shire is intended to build a new Civic and Community Centre on this land and further detailed design and procurement processes will provide further detail to Council with regards to the final cost of such a building.

Budget – Whole of Life Cost

This is addressed in detail within the Proposal as advertised and will be further considered at the time of considering the detailed designs and costings associated with the new building.

Council Policy Compliance - CP090 Community Engagement Policy

In accordance with the Guidance from the Department of Lands the Shire publically advertised the Proposal in a local and State wide newspaper seeking comment for a period of six weeks. In addition a sign was also placed on site that gave notice about the Proposal. As previously agreed the Shire wrote to the directly adjoining landowners in Culling Grove, as well as to Citygate Properties PTY Ltd and the State Government, who are also adjoining land owners. The submissions received are considered below.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.1B – Page 2 – Part 1) for full assessment document.

Tier 3 – ‘High’ or ‘Extreme’ Inherent Risk.	
Risk Event	Proposed Land Transaction Lot 601.
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	The risk will be managed through the creation of a signed Heads of Agreement between the Council and Citygate.
Residual Risk Rating (after treatment or controls)	Moderate (5 - 11)
Risk Category Assessed Against	Financial Potential of financial loss or litigation if sale does not occur as per Heads of Agreement.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Proposed Land Transaction Lot 601.
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Compliance requirements of the Local Government Act regarding sale of Lot 500 and 601.
	Reputational Reputational risk to Council if there is not correct procedures and approvals followed.

Officer Comment

As outlined above the Minister granted in-principle support for the Shire of Dardanup to purchase Lot 601 (remainder of Lot 500) for \$1plus GST, subject to two conditions being met. The first condition relates to WAPC providing support for the Eaton Fair Activity Centre Plan to be modified to facilitate such development. This has been satisfied with the WAPC recently endorsing the plan subject to minor modifications, which will facilitate the development as included in the proposal.

The second condition required the proposal to be advertised publically. During May, June and July, the Proposal was advertised for a period of six weeks. The Table below sets out all the submissions received during the period and includes Officer comment:

NO.	SUBMITTER	SUBMITTER COMMENT	CEO COMMENT
1.	Fiona Moriarty – Submission 1	On the face of it the deal of transferring land for \$5M with a 3000sqm parcel of freehold land is a good deal.	

No.	SUBMITTER	SUBMITTER COMMENT	CEO COMMENT
		However I object to the budget for the new Administration Building project.	Objection Noted. The final budget will depend on the outcomes of the tender and design processes.
		Maybe the Shire will also be able to add some other grants that may or may not be available.	The Shire will continue to seek grant funding to support the establishment of a new library and community spaces.
		Please could the Shire scale back its plans, both the size and the specifications (as almost all developers have to do when planning a project), and they found a way to build a new admin building with ZERO debt – I could support that.	The Design will consider the current and future needs of the organisation for the lifespan of the building. Options for modular construction or future expansion or activation will be considered as part of the final design process. Even if the Shire does not need to take out a loan to finance the final design, considering current record low financing costs and interest rates, the Shire is likely to consider debt financing as part of its normal long term financial planning and annual budget considerations.
		Not only must staffing levels be reduced further (requiring less office space), but the new normal of working from home for many employees has proved to be a great success for many. This will save office space.	Current staffing levels allows services and facilities to be maintained in accordance with the levels and standards set by the Community and Council through the Strategic Community Plan and Corporate Business Plan. Council has already reduced the number of new staff originally considered within the workforce plan and reduced this significantly over the next 10 year period. Flexible workspaces will be considered as part of the design. Spaces not required by the Shire for administrative or community purposes is intended to be made available as office space for commercial use.
		Save more space as I feel the shire does not need to provide more public meeting space – there is room across the road at the Football Club.	Current provision of meeting rooms for the Shire's administration is inadequate, in addition the community has through the Strategic community Plan and recent engagement with regards to the 2050 reiterated the

No.	SUBMITTER	SUBMITTER COMMENT	CEO COMMENT
			need for centralised multi-purpose hubs that allows for a range of non-sporting community activities including exhibition spaces, community meeting rooms and training or performance spaces.
		<p>And there is no need for a 3D printing laboratory.</p> <p>There are other ways the shire can encourage new industry into the area (like 3D printing) – like keeping their rates DOWN!</p>	Other sectors within the community have been very supportive of this initiative. This is intended to also support further development of the youth and opportunities for start-up technology and advanced manufacturing companies to use the space in the development of their technology. Incubators such as this provide a range of benefits including social connection and economic opportunities.
		Libraries can be much more compact these days, with online access to Library / Kindle and community services. The library can be smaller.	Noted. Libraries are evolving, but remains an integral part of today's society and continues to provide access to information, books, media and programmes or activities that supports the community.
		Creating rentable office space is offensive to local rates-paying landlords who would otherwise have the possibility of a tenant. Delete this item and save building costs.	<p>Currently there is limited commercial space available within the Eaton Townsite.</p> <p>The Shire is only considering to provide up to 620m2 of flexible office space. The flexible office space will ultimately taken up by the Shire operations as this expands reducing the supply.</p> <p>The proposal is considered to be only a small percentage of the office and commercial demand and also significantly less space than was originally intended by Citygate at the location. Therefore there is considered that there is still significant potential for provision of retail and commercial space by others.</p>
		Please reduce the size and specifications of the build and bring down the cost to a ZERO debt level.	Noted and addressed above.

No.	SUBMITTER	SUBMITTER COMMENT	CEO COMMENT
		<p>I would still like to see your cost analysis of a timber project in comparison to a more commonly used construction method, in keeping with the surrounding buildings.</p> <p>And I am interested in a cost analysis of the maintenance for all building types, together with projected longevity.</p>	<p>This will form part of considerations through the tender and design processes.</p>
		<p>As the budget for the build seems to be interwoven into the Land Transaction Proposal, I have to say it receives NO SUPPORT from me.</p>	<p>Noted.</p>
		<p>No costings or planning has been updated as a result of the massively changed environment we are entering into.</p> <p>Quantitative easing resulting in runaway inflation is a real likelihood.</p> <p>Mortgage payers will be unable to keep up with payments.</p> <p>Shire rates will become a massive burden as a result of this historic debt.</p> <p>And all for an icon that is outdated and inappropriate to the times.</p>	<p>The Shire will continue to monitor the financial implications of the proposal against the wider economic reality.</p> <p>Current Long Term financial plan projections</p>
		<p>I request the WHOLE proposal and COMMUNITY STRATEGY be reviewed.</p>	<p>Noted. The Shire will undertake a review of the Strategic Community Plan again in 2021/22.</p>
		<p>Can you also provide me with the long term plans for the Shire Office in Dardanup. There are projection sheets on the Agenda which have the word "Deleted" in future years next to this asset.</p>	<p>A copy of the endorsed Strategic Community Plan and Corporate Business Plan along with relevant informing strategies are available on the Shire's website:</p> <p>www.dardanup.wa.gov.au</p>
2.	Brian Ewart	<p>Please consider this, my real concern at the prospect of going deeper into debt in these uncertain times.</p>	

No.	SUBMITTER	SUBMITTER COMMENT	CEO COMMENT
		<p>There is a suggestion circulating in the community that the council has already expressed its wish to go ahead with the proposal and incur a significant debt with Citygate before any meaningful consultation has taken place with the community.</p> <p>This could prove to be unwise and unconstitutional.</p>	<p>The Shire has not incurred any debt with Citygate or any other party in relation to this proposal.</p> <p>The Shire has however entered into Heads of Agreements with Citygate in relation to the proposal following the completion of the appropriate processes required under the Local Government Act 1995.</p>
		<p>It would also be a further demonstration of how out of touch thinking shown by the Shire Management as was proven by the volume of resistance to the Cleanaway plans for Dardanup Townsite and the development of the tip site.</p>	<p>The Shire through consultation with the community have identified a range of needs that aims to be addressed through this proposal. In addition the current administration centre does not provide adequate facilities to service the community, whilst the Shire's library is shared with the Eaton Community College and the Shire is required to vacate the building by the end of 2023.</p> <p>As such the Shire's Management and Council developed the proposal in line with the community's comments included in the Strategic Community Plan and to address operational matters.</p>
		<p>Since moving into the Shire, I have watched a steady diminution of services to the town of Dardanup.</p> <p>The loss of tip access as a ratepayer for recycling and green waste other than gazetted sites, and loss of the "Tip Pass" and introduction of fees at the tip.</p>	<p>Noted, the Shire does have plans to revitalise both the Civic and Recreational Precincts of Dardanup. In addition the Shire is currently considering waste management solutions across the Shire to provide modern solutions and ensure convenience for the community as far as is practical.</p>
		<p>The loss of verge mowing around the townsite.</p> <p>The loss of council meetings in Dardanup.</p>	<p>Annual maintenance programmes identify when and where verge mowing occurs. Some mowing has been reduced in the past to bring mowing responsibilities in line with the Local Laws.</p>

No.	SUBMITTER	SUBMITTER COMMENT	CEO COMMENT
		<p>An abnoxious smell from the “Controlled Waste” during prevailing easterly wind accompanied with a significant dust problem.</p>	<p>The Shire has been working with DWER to address the odour issues experienced surrounding Banksia Road. It is acknowledged that the Bunbury Harvey Regional Council composting activities has created some of these concerns. The Shire understands the medium term plans is for these activities to be relocated to Stanley Road in the Shire of Harvey with improved technologies to reduce the odour impact on surrounding neighbours.</p>
		<p>The very significant increase in heavy traffic through our small community in close proximity to our school.</p>	<p>Noted. The Shire last year completed the upgrade of Ferguson Road in Dardanup. In addition the Shire continues to work with Main Roads on the Bunbury Outer Ring Road and establishing an appropriate local road network to support the increased activity and population within the smaller town sites.</p>
		<p>The steady degradation to footpaths and cycle paths around town that present significant trip hazards and discomfort to many of our seniors (most of whom are uncomfortable about lodging complaints).</p>	<p>The Shire’s Path Asset Management Plan sets out the maintenance and renewal, upgrade or expansion programmes for footpaths across the Shire.</p> <p>Officers are happy to work with residents if specific issues arise and the community is encouraged to contact the Shire to raise concerns.</p>
		<p>I applaud the landscaping and roadworks that we now enjoy and sincerely hope the comments made here go some way to help continue to make out townsite a place where we want to live and contribute to our small but close community.</p>	<p>Noted.</p>
3.	Anita de Montigny Olsthoorn	<p>I have never been very involved in Council business, but I have become worried since I participated to this 2050 meeting, when I realised some of the plans which have been made for the future of our Shire.</p>	

No.	SUBMITTER	SUBMITTER COMMENT	CEO COMMENT
		<p>I have become worried because I am part of the people who will have to help to pay for the spendings of the Shire and we are already one of the shires who has the highest rates.</p>	<p>Noted. The financial impact of the proposed development will be further considered in detail as part of the final detailed design and costings. The \$5mil and 3,000m2 of freehold land that the Shire will receive as part of this proposal will assist towards the future costs and to keep rate increases down.</p>
		<p>One of the first big expenses would be the building of new Shire offices in the amount of 16 million dollars, which seems to me extravagant for a shire like ours, even more so in a time of economic hardship.</p> <p>Is it necessary to get our Shire into such enormous debt?</p> <p>Do we really need such a big building now that people work more and more from home, same for the library?</p>	<p>Noted.</p> <p>Even if the Shire does not need to take out a loan to finance the final design, considering current record low financing costs and interest rates, the Shire is likely to consider debt financing as part of its normal long term financial planning and annual budget considerations.</p> <p>The Design will consider the current and future needs of the organisation for the lifespan of the building. Options for modular construction or future expansion or activation will be considered as part of the final design process.</p>
		<p>I can understand the need for a new library, but I think it could be small as libraries will soon be buildings of the past, as everything is online nowadays.</p>	<p>Noted. Libraries are evolving, but remains an integral part of today's society and continues to provide access to information, books, media and programmes or activities that supports the community.</p>
		<p>Not convinced, we need such luxuries as big conference rooms (there are sporting facilities close by if necessary) and "maker spaces", special 3D printing facilities, etc</p>	<p>Current provision of meeting rooms for the Shire's administration is inadequate, in addition the community has through the Strategic community Plan and recent engagement with regards to the 2050 reiterated the need for centralised multi-purpose hubs that allows for a range of non-sporting community activities including exhibition spaces, community meeting rooms and training or performance spaces.</p>
		<p>Do we need shops in the Shire building as there are so many empty shops everywhere? The</p>	<p>The Shire is only considering to provide up to 320m2 of retail space as part of the building that</p>

No.	SUBMITTER	SUBMITTER COMMENT	CEO COMMENT
		Eaton shopping centre has still shops available!	<p>provides access to the proposed town square.</p> <p>The proposal is considered to be only a very small percentage of the overall retail space available within the precinct provided by Citygate at Eaton Fair.</p>
		<p>This Shire had developed very fast over the past 15 years, we have so many people working in the Shire offices, many have cars included in their wages package, maybe time has come to review the Shire spending and have a look at developing Dardanup and the Ferguson Valley before building any further villages and employ more people.</p>	<p>Council annually considers the Corporate Business Plan, Annual Budget, workforce plan and related programmes and plans to deliver on the services and facilities agreed to under the community's Strategic Community Plan. Council also reviews expenditure against the relevant budgets set and in recent years have reduced the future planned number of staff to curb employee cost expenditure.</p> <p>The informing strategies and plans prioritises the spending across all town-sites and areas within the Shire.</p>
		<p>I have the feeling that this Council is not in sync with what is happening in the world. You cannot go into debt and expect the rate payers to go on paying. This is a time of recession, many people have lost their jobs due to the virus, exports are down, there might be inflation, people suffer.</p> <p>I can agree to build new Shire premises, and making a deal with Citigate as long as it leaves the Shire debt free.</p> <p>If it involves a loan of 6 Million if not more (we all know that budgets always need to be extended) I think it is important to ask the rate payers opinion on the subject.</p>	<p>Noted. As outlined above the need for the new facility is well established and has been planned over a long period of time. In addition the current financing costs are low and therefore considering debt as a possible way of financing the building will be part of Council's considerations.</p>

No.	SUBMITTER	SUBMITTER COMMENT	CEO COMMENT
		<p>It will become necessary to call for a EGM, a meeting extraordinaire to ask what the rate payers think of all the future plans this Council has made and review the spendings and how much increase in rates all of this will cost us over the coming years.</p> <p>As it is, this new Shire building will need to be reviewed and be in a no debt situation, otherwise I would like to ask the Shire to organise such a meeting extraordinaire in the different shire localities (like when we go voting) so that people can understand and decide what will happen and what those 6 million dollars will means for them each time they have to pay their rates.</p>	<p>A special meeting of electors is not considered to be required as opportunity for engagement on a number of topics have been provided through advisory groups, Council meetings and the public advertising of the proposal seeking comments.</p> <p>As outlined above Council will consider the total cost and financing as part of the procurement and final design processes.</p>
4.	Ziedonis Rijkuris	<p>After reading the proposal for the land transaction and the proposed building for the shire offices, library and other facilities, I can say I am very excited for the future of our town and the shire. I am (and my wife and 4 kids) are in complete agreeance with the proposal.</p> <p>In particular, I like how well this was thought out to fit with Dardanup shire strategies, I think it is fantastic that a shire has had the forethought to 'future proof' its designs and concepts to last long into the future and thinking through the growth of our shire and the effect this can and will have.</p> <p>And the Makerspace is one that I am particularly glad to see. I've never heard of such a thing before, but as a creative person and someone who encourages my children's creative endeavours, this is a fantastic concept and I can't wait to see it pulled off.</p>	<p>Support for the proposal Noted.</p> <p>Noted. The proposal has evolved over a number of years along with the activity centre and is intended to provide a well planned central activity area inclusive of civic, community, sporting, retail and commercial activities.</p> <p>Support for Makerspace Noted.</p>

No.	SUBMITTER	SUBMITTER COMMENT	CEO COMMENT
		My congratulations to the Shire council and staff on a fantastic job creating a place I am proud to have brought up my kids in and I really look forward to the next 20 years, seeing my kids become adults in our beautiful shire.	Noted.
5.	Shirley Wells	As ratepayers of Dardanup we are not happy with the proposal to spend 17 million dollars on the new Shire offices.	Objection Noted.
		If 3.2.5 is a plan to destroy the Dardanup and Ferguson Halls, which were built by locals, then we are strongly opposed to that.	This is not the case. The Shire's Building Asset Management Plan includes future renovations for the Dardanup Hall and continues to support the Ferguson Hall.
		3.2.3 Community Meeting space - there are meeting areas in most parts of the Shire already. We do not believe there is enough groups in Eaton to make this a viable option. We are fairly certain Dardanup and Burekup clubs will not travel to Eaton for meetings.	Current provision of meeting rooms for the Shire's administration is inadequate, in addition the community has through the Strategic community Plan and recent engagement with regards to the 2050 reiterated the need for centralised multi-purpose hubs that allows for a range of non-sporting community activities including exhibition spaces, community meeting rooms and training or performance spaces.
		We will be very unhappy if our rates go up again to cover the 6 million dollar loan.	Noted. Council will consider the total cost and financing as part of the procurement and final design processes.
6.	Ken Fairfield	I support acceptance of the Minister for Lands offer to sell the site of the Shire Administration Building for \$1.	Support for Proposal to buy land for \$1, Noted.
		I do not support the subsequent proposed disposal of the land.	Objection against sale of land Noted.

No.	SUBMITTER	SUBMITTER COMMENT	CEO COMMENT
		<p>Many ratepayers are in need of some clear air and clear vision on the part of the Shire. Dardanup Shire is not a huge Shire but it does encompass a number of small towns. All would benefit from having one or two of the Shire's functions run from other than a central location in Eaton. Modern and future communication and travel methods favour decentralization.</p>	<p>Proposal for decentralised services are noted. The Shire does deliver services from a number of facilities at the moment including administration from the Shire of Dardanup Offices in Dardanup and Eaton; Library Services from the Eaton Community College in Eaton and Admin Office in Dardanup; Depot Services along Martin Pulesy Road; and Recreation Services in a number of locations including the Recreation Centre in Eaton along Recreation Drive.</p> <p>The Shire's future service provision is likely to continue with this approach including revitalisation of the Dardanup Civic and Community Precinct.</p>
		<p>Is there a need for the Shire to become a commercial landlord? The case has not been made. In fact the need for commercial / retail space is diminishing. There is no profit in going into the landlord role. It has every prospect of being a loss making endeavour.</p>	<p>The Shire is only considering to provide up to 320m² of retail and up to 620m² of flexible office space.</p> <p>The retail tenancy will open up onto the proposed Town Square which is likely to be a well sought after location for retail space and it is unlikely that this will remain vacant for extended periods of time.</p> <p>The flexible office space will ultimately be taken up by the Shire operations as this expands reducing the supply. The idea is for this space to be constructed in the first instance as it will provide for cost efficiencies, Depending on demand this space could be made available for flexible workstations for individuals or businesses.</p> <p>The Shire will further consider demand for both commercial and retail as part of the final design process.</p>
		<p>If the proposal does not proceed, what is the downside for ratepayers? Very little that is obvious. Shire Councils exist.</p>	<p>If the proposal does not continue the Shire will miss out on the opportunity to purchase the land for \$1 and to resell it for a \$5mil</p>

No.	SUBMITTER	SUBMITTER COMMENT	CEO COMMENT
		to benefit ratepayers. Is that not so?	profit plus 3,000m2 of land within the activity centre plan. This will mean that the Shire will miss out on a significant opportunity to replace existing aging facilities and make provision for a new library as the Shire has to vacate the current building by 2024. If the proposal does not go ahead it would ultimately mean that rate payers will have to pay more to allow for the replacement facilities to be constructed through larger debt and increased rates.
7.	Colin Cresswell	<p>Although I am not against the construction of the new Shire office and some future construction of the town square and associated buildings, I am dead against the proposal of a car park or townhouses as shown in the attachments.</p> <p>The reason I solely bought the land was because of the public open space behind my land, now lot 501. When purchasing this land I was assured by council and real estate agents it was always going to be left as such.</p> <p>We will not accept a access way and car park directly behind our rear fence. It removes our quality of life as it stands and this is most unfair and it angers me greatly.</p>	<p>Objection against a carpark or townhouses as per Eaton Fair Activity Centre Plan Noted.</p> <p>Noted. The Eaton Fair Activity Centre Plan was endorsed by the West Australian Planning Commission (WAPC) in 2020, following public advertising and consideration of a number of submissions. The plan includes the town houses as a buffer between the neighbouring residential properties and the shopping centre and was an addition required by the WAPC to address this issue.</p>

No.	SUBMITTER	SUBMITTER COMMENT	CEO COMMENT
		<p>This development is all about Citigate's lust for more property and income, without regard for the people living there.</p> <p>Ask Mr Prosper if he would live in Culling Grove after the development is finished or for that manner would the head of Shire like to live there also. I don't think so as this development is about money to a few already wealthy developers and after its all done it won't affect them, but it will affect the Culling Grove residents for ever.</p>	Noted.
		<p>There is talk that once approved we could see a relocation of existing roundabout be moved directly opposite Culling Grove and joined up in with Cudliss St so entry to Eaton Fair would be directly behind our rear fence. Culling grove residents would like a guarantee this would not happen, as I'm sure other residents of Cudliss and Watson St would want this guarantee also.</p>	<p>The Shire is currently considering traffic safety improvements along Eaton Drive, including consideration of closure of the Hands Avenue intersection and replacing this with one of the following options:</p> <p>A five legged round about at Hamilton Drive;</p> <p>A four way intersection at Watson Street and Eaton Drive; or</p> <p>A four way intersection at Cudliss Street and Eaton Drive.</p>
		<p>I would like to see a 30 meter exclusion zone behind Culling Grove rear boundary, a significant limestone retaining fence constructed and the damp area remained and tidied up.</p>	<p>The planning controls for the site is dealt with through the Eaton Fair Activity Centre Plan endorsed by the WAPC. Once a development application is submitted there will likely be another opportunity for input and further consideration of the potential impacts at that stage.</p>
		<p>The car park should be made underground to accommodate the cars and the access way removed.</p>	<p>Noted. It is understood that the future plans is to have underground car-parking.</p>
		<p>We don't want noisy roads or car parks or townhouses looking into our back yard thanks. If the development did go ahead and destroy our way of life currently, we would demand significant</p>	<p>Noted. As explained above this will be further considered once a development application is received.</p>

No.	SUBMITTER	SUBMITTER COMMENT	CEO COMMENT
		compensation to counter for loss of privacy and devaluation of our land.	
		So I am saying no to the new shire buildings as if it goes ahead it will rapidly go into the next stage of development behind us. Before the shire buildings are approved we Culling Grove residents would like to see a guaranteed future plan for the remainder of lot 501. A plan that we would be happy to live with.	Objection noted on the basis of the potential impact on the Culling Grove residents.
8.	Fiona Moriarty – Submission 2	For how many years would the loan of \$6m be at a fixed interest rate?	Council has obtained a quote for the \$6m loan for the new Admin/Library building from WA Treasury, as they tend to always be lower than the rate available through banks. This quote is based on a 2.67% fixed interest rate plus Government guarantee charge of approximately 0.7% with repayments of both Principal and Interest over a 20 year period.
		What are the 25 new “ongoing jobs” after the build is completed mentioned in the journalist interview with Councillor Bennett.	The 25 new ongoing jobs are an estimate based on total floor space and potential for new retail and commercial opportunities.
		For how many years will the council be able to depreciate the building for accounting purposes?	Depreciation expense represents the consumption of an asset over its useful life. In the example of the new Admin/Library building, an asset of \$16.246 million will be recorded on Council’s Balance Sheet when the building is first built and paid for, with the asset value reduced by the level of depreciation as it is consumed. For buildings the useful life will be between 50-100 years depending upon the substructure, with other internal component such as roofing, carpets, etc depreciated at higher rates based on how they are used.
		How does the council balance the accounting loss of the depreciation on an asset build like this (bearing in mind it is not a tax write off)?	When Council sets the amount of money to be raised from the community through rates, it produces a Rate Setting Statement. This statement is similar to a Cashflow Statement

No.	SUBMITTER	SUBMITTER COMMENT	CEO COMMENT
			and removes non-cash items such as depreciation. This ensures the amount of rates raised does not directly include depreciation. Council allocates funding for asset maintenance, upgrade, replacement and new assets through allocating money to cash reserves and as part of general maintenance. Depreciation is therefore used to reflect the consumption of the asset over its useful life, but it is not directly paid for as a cash expense.
9.	Steve Moore	Presentation in support of sale and new building.	Support noted.
		Proposal for creation of community technology space on first floor of new building.	Detailed plans for the potential of the Makerspace and community facilities are noted in the attached submission.

The Shire also received a number of questions and statements with regards to the Proposal during the advertising period. These have been captured in previous Council minutes. The two major concerns raised in the submissions and also the previous questions and comments relate to the following:

- The estimated cost for the new building and the potential debt to finance the building; and
- Potential impacts of the expansion of Eaton Fair on the adjoining properties in Culling Grove.

Both of these issues will be further considered at the time of detailed design for the new Building or once a development application is received for the expansion of Eaton Fair. It is therefore considered that these concerns does not relate directly to the proposal for the land transaction to occur under the Land Administration act, but rather relates to matters of future budget considerations for Council and also future planning matters. As such it is recommended that Council supports a request be made to the Minister to proceed with the proposal as per the in-principle support granted in 2018 and the proposal as advertised.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Acknowledges that the Western Australian Planning Commission have endorsed the amendments to Eaton Fair Activity Centre Plan to include the proposed changes to Lot 601 and the relocation of the administration buildings and associated services;**
- 2. Acknowledges that the Proposal was advertised for a period of 6 weeks from 23 May 2020 until 6 July 2020, and further acknowledges the submissions received and responses as included in this report;**
- 3. Requests the Minister to sell Lot 601 to the Shire of Dardanup for \$1 plus GST as per the in-principle approval granted in 2018, now that the relevant conditions have been satisfied as per 1 and 2 above;**
- 4. Authorises the Chief Executive Officer to undertake the necessary actions to implement the Proposal and satisfy the conditions of the Heads of Agreement 2018 with Citygate Properties Pty Ltd.**

12.2 Title: Application for Development Approval – Workshops, Storage, Metal Fabrication, Sandblasting and Painting – Lot 505 Pedretti Road and Lot 500 Hardisty Court, Picton East (Matthew Byass as owner and applicant)

Reporting Department: Sustainable Development Directorate
 Reporting Officer: Mrs Suzanne Occhipinti - Senior Planning Officer
 Legislation: Local Government Act 1995

Overview

The Shire received an application for Development Approval for Workshops, Storage, Metal Fabrication, Sandblasting and Painting (P134/19) at the above addresses on 23 March 2020. As objections have been received, Officers do not have delegation to determine this application. Officers are recommending approval of the applications.

Location Plan – Picton Industrial Park



Scheme Map



Background

Town Planning Scheme No.7 (gazetted in 1980) facilitated the development of industrial uses in what is now known as Picton Industrial Park. The subject lots were rezoned from Light Industry to General Industry in 2002, through Amendment 3 to Town Planning Scheme No.7. General Industry zoned lots are limited to the north-western corner of the industrial park.

The uses proposed are classified as 'Industry General', which is a permitted use in the General Industry zone. Therefore, the Shire can only consider the form of the development (the works), and will need to determine whether the works are satisfactorily designed to control dust, noise and other emissions, and comply with the development requirements in the Scheme. The application for development approval is included in (Appendix ORD:12.2A– Page 3 – Part 1).

The subject land comprises two adjoining lots, with one road frontage to the north (Lot 500 Hardisty Court) and one to the south (Lot 505 Pedretti Rd). No DA's have been issued previously for the two subject lots, which are vacant land.

The applicant has been operating a metal fabrication business at Lot 37 Golding Court, Picton East for a number of years, and has purchased the subject lots in the General Industry zone in order to expand this business.

Advertising

The application was advertised by postal notice to the owners of properties within 500m of the proposed development site for a period of 14 days, from 28 April 2020 to 12 May 2020.

The proposal was also referred to relevant agencies, being:

- Public Transport Authority (PTA)
- Department of Water and Environmental Regulation (DWER)

Three public submissions and three DWER submissions were received. The PTA did not provide a submission. Of the public submissions, two were objections. A copy of the full submissions are contained in (Appendix ORD: 12.2B– Page 22 – Part 1).

The main areas of concern that were raised in the public submissions were the potential for noise and dust emissions. These issues are discussed later in this report. The objectors' dwellings are located approximately 300m and 270m from the proposed lots, as shown in blue on the map below.



The above map shows that both dwellings are almost completely surrounded by land that is either zoned for or currently developed with industrial uses. The objector to the south of the subject lots is at Lot 603

(1526) Boyanup-Picton Rd, which is itself zoned General Industry. The objector to the west is at Lot 5 (1564) Boyanup-Picton Rd, which is located between a sawmilling business and Picton Industrial Park, and is zoned General Farming. The latter objectors and the Shire entered into a 'Deed of Indemnity' in 2018, upon the objectors purchasing the lot, which includes (but is not limited to) the following provisions:

- the owner's "agree that in considering, granting, issuing or approving any of the changes in use or zoning, building licences, permissions or approvals (whether subject to conditions or not) referred to in Clause 2, the Municipality shall not be obliged to have regards to the use by the Owners of any of the Land for residential purposes. agree that in considering the the Shire shall not be obliged to have regard to the use of their land for residential purposes"; and
- the Owners "hereby release the Municipality from and against all claims, demands, costs, expenses, actions, proceedings and/or damages which the Owners might otherwise have had but for this release given against the Municipality in respect of or arising out of any permissions, approvals or building licences granted, issued or approved by the Municipality at any time after the date of this Deed in respect of those parts of the Industrial Development Area which are not currently used, occupied or redeveloped for any purpose (including without limiting the generality of the foregoing, any industrial use or purposes).

The Industrial Development Area is defined in the Deed of Indemnity as "the area from time to time situated within the district of the Municipality zoned for Industrial Development".

Legal Implications

Appeal rights exist for the applicant through the State Administrative Tribunal (SAT).

Strategic Community Plan

Strategy 1.1.1 - To be equitable, inclusive and transparent in decision making. (Service Priority: High)

Strategy 4.1.3 - To encourage business to develop: Support the capacity of local firms and industry to establish, grow and employ. (Service priority: Moderate)

Strategy 4.3.1 - To attract and retain major investment in the region. (Service Priority: High)

Environment - None.

Precedents

The General Industry zone is largely undeveloped, however the DA's granted to date were for the following uses:

- Solid Waste Depot (2018)
- Transport Depot (Lot 508 Pedretti Rd, 2018)
- Power station (Lot 5 Hardisty Court, 2010)
- Commercial warehouse and office (Lot 503 Hardisty Court, 2010)

Budget Implications - None

Budget – Whole of Life Cost - None.

Council Policy Compliance

CP060 – 'Storm water discharge from buildings'. The Shire's Engineering Department requires that all stormwater is to be retained on-site to Shire requirements, and officers are recommending a standard Development Approval condition to ensure compliance.

CP096 – ‘Sea Containers’. The sea containers are proposed to be painted and can comply with the policy.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.2C– Page 42 – Part 1) for the full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Potential non-compliance with DA conditions
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Health Failure to comply with Noise Regulations or Dust Management plan, resulting in dust and noise nuisance
	Legal and Compliance Failure to comply with approval conditions

Officer Comment

The subject lots are Lot 500 and Lot 505 on DP59719, being adjoining lots. Lot 500 adjoins Hardisty Court on its northern boundary, and Lot 505 adjoins Pedretti Rd on its southern boundary. The lots contain a 7m wide ‘fire accessway’ easement benefiting the Shire along their western boundaries, and abut a railway reserve to the west also.

The main elements of the proposal are summarised as follows:

- Lot 500 Pedretti (the southern lot) will contain two workshops. ‘Workshop 1’ near the front of the lot will be used for metal fabrication. ‘Workshop 2’ to the north of workshop 1 will be used for sandblasting and painting. The lot will also contain a dome shelter connecting two shipping containers for storage purposes, towards the rear of the lot;
- Lot 505 Hardisty Court (northern lot) will contain a larger metal fabrication workshop and one storage building;
- All three workshops have attached offices and amenities;
- It is intended that once the proposed workshop at Lot 505 Hardisty Court is completed, the metal fabrication in Workshop 1 on Pedretti Rd will move into the Hardisty Court building, and Workshop 1 will then be leased out. Officers note that any future change in use or development for Workshop 1 may require addition approvals;
- On-site parking and landscaping is provided on both lots, as well as drainage swales at the rear of each lot;
- Hours proposed are 6am to 6pm for each of the businesses/workshops – see comments later in this report with regard to extended (24) hours;
- Staffing numbers proposed are 2-3 for each of the three businesses.

The application has been assessed against the relevant planning legislation and Scheme provisions, being:

- Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, Clause 67 – Matters to be considered by Local Government

- Greater Bunbury Region Scheme (GBRS)
- Shire of Dardanup Local Planning Strategy
- Town Planning Scheme No .3 (TPS3)
 - Part 2.2 - Objectives of the zone ('General Industry' zone)
 - Development Standards
- State Planning Policies:
 - SPP3.7 – Planning in Bushfire Prone Areas
- EPA Guidance Statement 3 – Guidance for the Assessment of Environmental Factors: Separation Distances between Industrial and Sensitive Land Uses

Each of the relevant provisions are discussed in turn below.

- *Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, Clause 67 – Matters to be considered by Local Government*

Clause 67 of the Planning Regulations contains a list of matters to be considered by Local Government when determining an application for Development Approval, and include but are not limited to the purpose of the zone, orderly planning, and impacts to nearby residences. The assessment against Clause 67 is included in (Appendix ORD: 12.2D– Page 43 – Part 1).

- *Greater Bunbury Region Scheme (GBRS)*

Under the GBRS the lots are zoned 'Industrial'. As both lots abut a railway reservation, GBRS approval is required in accordance with Clause 27 provisions. The application was referred to the PTA for comment, however no response was received. The GBRS states that where no response is provided, the Local Government may determine the application on the information available.

Officers consider that the proposal is consistent with the GBRS zoning, and is unlikely to impact the railway reservation. Therefore it is recommended that the application under the GBRS is approved by Council, under the delegation conferred by the Western Australian Planning Commission.

- *Shire of Dardanup Local Planning Strategy (LPS)*

The LPS was adopted by the Shire and the WAPC in 2015 to guide future land uses. It identifies the subject lots as continuing to be industrial, and to be part of a much larger future industrial area. The proposal is consistent with the LPS in this regard.

The LPS acknowledges that the location of the Picton Industrial Park is strategically significant, and also notes that there are dwellings within and adjacent to the industrial estate that should be considered. It is the view of officers that the land is zoned appropriately for the proposed use (which is a permitted use in the zone), and that any noise and dust emissions can be controlled via approval conditions for the works.

- *Town Planning Scheme No .3 (TPS3)*

- *Part 2.2 - Objectives of the zone (General Industry zone)*

The objective of the General Industry zone is "To provide for a wide range of industrial and associated activities, which can be undertaken without undue constraints on operational performance, so as to meet the needs of the wider community for industrial services and facilities". The proposal complies with this objective.

– *Development Standards*

TPS3 Part 3.9.5 - Industrial Development Standards requires minimum 10m front and rear lot boundary setbacks, and minimum 5m side lot boundary setbacks. Development on both lots complies with these setbacks. Part 3.10 stipulates the requirements for access ways for loading and unloading vehicles, and the proposal complies with the standards.

Car parking is required at a rate of space per 100m² of 'open space' and 1 space per 100m² gross floor area (min. 4) in accordance with Clause 4.1. The 'open space' on these lots is significant, and as they will be used for parking and turning (rather than for industrial uses in their own right) officers do not consider it necessary to include the open space car parking calculation in this instance.

The car parking has been based on the footprint of all of the proposed structures. These area as follows:

Lot 505 Pedretti Rd:	Size m ²	Car spaces required	Car spaces provided
Workshop 1	499.8		
Workshop 2	499.8		
Containers and dome shelter	204.8		
<i>Total</i>	<i>1204.4</i>	<i>12</i>	<i>12</i>
Lot 500 Hardisty Court:			
Workshop 1	960		
Storage building	216		
<i>Total</i>	<i>1176</i>	<i>11</i>	<i>16</i>

If that part of the easement that is forward of Workshop 1 on Pedretti Rd remains fenced, the westernmost car parking space will not be able to be properly and safely used, or accessed. Further, it appears that even without fencing, this car parking space may encroach minimally into the easement which is required to be kept clear. Officers are recommending a condition for an amended site plan which demonstrates that car parking bay #1 is either redesigned so that it doesn't encroach into the fire access easement, or relocated to another part of the lot. The site plan needs to also clearly indicate that the fence is proposed to be removed in this area, and where it if the existing fencing intended to be retained/remain.

Part 4.2 of TPS requires 3m wide landscaping strips to be provided within industrial lots along street boundaries, and the proposed plans comply with this requirement.

- *Hours and Noise*

It is important to consider the proposed hours and likely noise emissions together in order to:

- determine whether the uses are 'Industry-General', the definition for which considers the potential for offsite impacts and being uses permitted in the zone; and
- then consider how the form of the development (i.e. the works) that are being determined may reduce noise emissions.

The application submitted proposes operating hours being between 6am to 6pm, however no days were stated and it is understood that this included weekends. In the applicant's response to submissions (Appendix ORD: 12.2E – Page 45 – Part 1), it is stated that the applicant actually wishes to operate 24 hours per day/7 days per week, to allow flexibility.

The Shire's Environmental Health officers have reviewed the acoustic report submitted with the application, which was also referred to DWER's Environmental Noise Branch (ENB) for review. The ENB stated that in its experience, this the type and size of operation proposed was likely to be able to comply with the Noise Regulations for daytime hours being 7am-7pm, Monday to Saturday. The ENB report suggests that complying for night time hours may be difficult.

In response to all submissions, supplementary advice (amended acoustic assessment) was submitted, which states that:

- the metal fabrication businesses can comply with the extended hours, conditional on some of the workshop doors being shut;
- the sandblasting business can comply with the extended hours during the day, and with the east facing doors shut between 10pm – 7am Monday to Saturday, and between 10am – 9am Sundays and Public holidays; and
- based on all personal hinged or sliding doors being fitted with automatic door closers.

Officers have determined that uses can be classified as ‘Industry-General’ if they can comply with the Noise Regulations to limit off-site impacts. Industry-General uses are permitted in the zone and don’t require approval themselves, and therefore the works will need to be managed to ensure that the activities on the lots comply with the noise requirements.

Officers are recommending that certification from a suitably qualified acoustic engineer is submitted to the Shire, which confirms that the building plans submitted for construction meet the recommendations for construction in the acoustic report. Officers are also recommending that a Noise Management Plan is submitted prior to the uses commencing and is implemented after approval, which addresses the recommendations of the acoustic report.

- *Dust*

Both DWER and the Shire’s Environmental Health Officers have reviewed the Dust Management Plan. Officers are recommending that the Dust Management Plan be implemented as a condition of approval.

- *Access Easement and fencing*

A fire access easement runs along the western boundary of both lots, and is currently fenced. The Director of Infrastructure has previously advised that the Shire would be agreeable to the use of the fire access easement, provided that:

- The easement is constructed of an asphalt hardstand;
- The easement is gated with shared keys;
- The easement is to be kept clear at all times.

It appears that the section of the fence between the boundary of Pedretti Rd and the front of Workshop 1 will need to be removed, as this area provides access to that lot. Officers are suggesting that in addition to the easement the requirements described above, the following points are included in a condition of approval:

- Prior to development commencing, amended plans for Lot 505 Pedretti Rd must be submitted to and approved by the Shire showing:
 - that part of the fence along the access way easement that is forward of Workshop #1 on Lot 505 Pedretti Rd is to be removed;
 - the car parking bay #1 on Lot 505 Pedretti Rd either designed so that it doesn’t encroach into the access way easement or relocated to another part of the lot; and
 - ‘Emergency Access Only’ and/or ‘Keep Clear’ signs (as determined by the Shire) to be installed along the access way to ensure that it is kept clear at all times.

- *State Planning Policies - SPP3.7 – Planning in Bushfire Prone Areas.*

The land is in a designated bushfire prone area and therefore a Bushfire Attack Level (BAL) assessment and Bushfire Management Plan (BMP) was required. The BAL was determined to be BAL-12.5, being relatively low risk, and the BMP complies with the Bushfire Protection Criteria in SPP3.7.

- *EPA Guidance Statement No.3 – Guidance for the Assessment of Environmental Factors: Separation Distances between Industrial and Sensitive Land Uses*

While it does not appear that a site-specific technical study has been carried out to demonstrate that the separation distance will meet acceptability criteria, officers consider that the application can be approved with enforceable management conditions such as prohibiting any off site discharge of fume, odour, and any visible off site discharge of dust.

It is noted that the subject land has been zoned since 2002 to permit the proposed uses, and therefore the uses proposed cannot be refused. Officers are recommending a suite of conditions to ensure that the form of the development mitigates off-site impacts and can comply with relevant legislation.

Council Role - Quasi-Judicial.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT Council approves the Application for Development Approval for Workshops, Storage, Metal Fabrication, Sandblasting and Painting at Lot 505 Pedretti Road and Lot 500 Hardisty Court, Picton East, under Town Planning Scheme No. 3 and the Greater Bunbury Region Scheme, subject to the following conditions:

1. **The development is to be carried out in compliance with the plans and documentation listed below and endorsed with the Shire of Dardanup stamp, except where amended by other conditions of this approval:**

P1 – 18 of 18: Development Plans received at the Shire offices on 20 May 2020

2. **Prior to the approved works commencing:**
 - a) **A Noise Management Plan for each of the approved workshops must be submitted to and approved by the Shire which addresses recommendations in the acoustic report 1912123 Revision 1.1 prepared by ND Engineering, dated 25 June 2020. Once approved, the Noise Management Plan must be implemented at all times.**
 - b) **Amended plans for Lot 505 Pedretti Rd must be submitted to and approved by the Shire showing:**

- i. the section of the fence along the access way easement that is between Workshop #1 and the boundary of Pedretti Rd is to be removed, and where existing fencing is to remain;
 - ii. that the car parking bay #1 is either designed so that it doesn't encroach into the access way easement, or it is relocated to another part of the lot; and
 - iii. the location of 'Emergency Access Only' and/or 'Keep Clear' signs (as determined by the Shire) which are to be installed along the access way by the applicant, to ensure that it is kept clear at all times.
3. The fire access easement on Lot 505 Pedretti Road and Lot 500 Hardisty Court must be constructed of an asphalt hardstand at the cost of the developer and if gated, the Shire must be provided with a set of keys to allow the easement to be accessed.
4. The fire access easement on Lot 505 Pedretti Road and Lot 500 Hardisty Court is to be kept clear at all times, and no car parking areas or any other development is permitted to encroach into the easement.
5. Prior to the occupation of any of the approved buildings:
 - a) The driveways, access ways and car bays shown on the approved plans are to be constructed and marked to Shire's specifications, in accordance with the approved plans and Appendix IIA of Town Planning Scheme No. 3,
 - b) All crossovers shall be located and constructed in accordance with the Shire's specifications (Policy CP050 – Crossovers in Townsites and Rural Areas).
 - c) The applicant shall submit to the Shire an updated acoustic report that certifies that noise levels will not exceed the assigned levels at the nearest noise sensitive premises, and implement the recommendations of the report to the satisfaction of the Shire.
6. Unless with the written approval of the Shire to the contrary, any fencing adjoining the fire access easement and/or along lot boundaries shall be constructed of 50mm steel mesh and have a maximum height of 1.8 metres.
7. All stormwater from the proposed building(s) and hardstand area(s) shall be contained on site as indicated on the approved plan in accordance with the Shire's specifications (Policy CP060 – Stormwater Discharge from Buildings) prior to occupation of the proposed development.
8. The approved uses are only permitted to operate within the following hours, unless varied with the written approval of the Shire:
 - a) The approval metal fabrication uses between 6am to 6pm, seven days per week; and
 - b) The approved metal fabrication business in Workshop 1 at Lot 500 Hardisty Court may operate from 6pm to 6am, subject to the north and south sliding doors being closed for the duration of this time;

- c) **The approved metal fabrication business in Workshop 1 at Lot 505 Pedretti Rd may operate from 6pm to 6am;**
 - d) **The approved sandblasting and painting business in Workshop 2 at Lot 505 Pedretti Rd may operate from 6am to 6pm and may operate with the east facing doors shut between 10pm – 7am Monday to Saturday, and between 10am – 9am Sundays and Public holidays.**
9. **The approved sea containers and dome shelter are only permitted to be used for storage that is associated with the uses of the workshops on the land, unless with the written consent of the Shire.**
 10. **The Dust Management Plan submitted to the Shire on 17 April 2020 (Strategen, ref 58295/128,794) must be implemented at all times unless otherwise directed in writing by the Shire.**
 11. **Landscaping and reticulation of the development site shall be installed prior to occupying the proposed development in accordance with the approved plans and maintained thereafter.**

Advice Notes

1. **The development approved is to be substantially commenced within 2 years, or such other period as is specified in the approval, after the date of the determination. The approval lapses if the development has not substantially commenced before the expiration of the period (2 years).**
2. **Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.**
3. **The Shire’s Building Department provides the following advice:**
 - **This is not a Building Permit. A Building Permit is required prior to commencement of construction, and all class 5, 7b, and 8 building will need a certified application.**
4. **The Shire’s Environmental Health Department provides the following advice:**
 - **An approved on-site effluent disposal system adequate to the proposed use of the premises will be required to fully comply with the “Health (Treatment of Sewerage and Disposal of Effluent & Liquid Waste” Regulations 1974”. Please note that the prescribed Treatment of Sewage application and the required fee is to accompany the building licence application for assessment by Environmental Health Services.)**

- An “Application to install a septic apparatus” must be lodged for each septic system and approval received, before installation of system commences. Details of the total number of workers onsite will be needed before approval can be granted. If it is intended that the septic system for 17 Pedretti Rd will receive the effluent from proposed additional workshop, this must be indicated on the application.
5. Arrangements should be made for the disposal of industrial wastewater in accordance with the requirements of the Water Corporation/Aqwest and Department of Water and Environmental Regulation (DWER).
 6. Any changes to the operational details submitted with the proposal and those that are discussed within the accompanying technical reports (noise, dust and fume assessments and management plans), are likely to require an application for Development Approval that reassesses such emissions.
 7. Provision of car parking for those with special accessibility needs is to be in accordance with Australian Standard 2890.6:2009 Off Street Parking for People with Disabilities, as amended from time to time.
 8. The applicant/landowner is advised of the need to comply with the Environmental Protection (Noise) Regulations 1997 at all times.
 9. The applicant/landowner is advised of the need to comply with the Department of Water and Environmental Regulation (DWER) Water Quality Protection Notes which are available on DWER’s website:
 - WQPN 51 ‘Industrial wastewater management and disposal’
 - WQPN 52 ‘Stormwater management at industrial sites’.
 10. Storage of all dangerous goods is to be in accordance with the requirements of the Dangerous Goods Safety Act 2004. Please contact the Department of Mines and Industry Regulation for more information.
 11. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

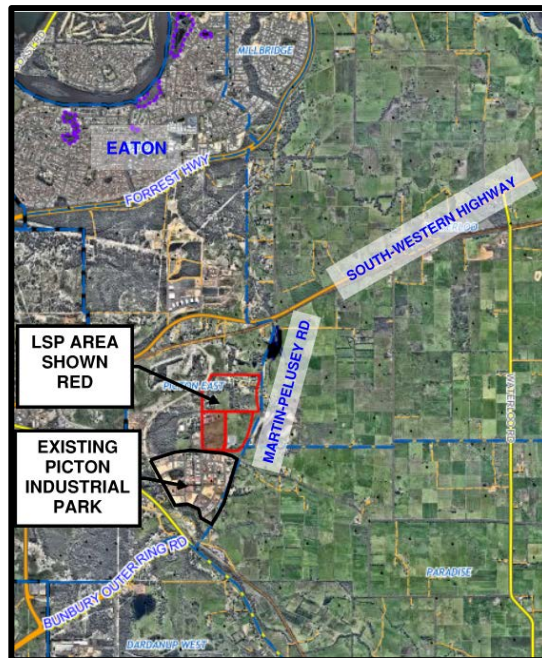
12.3 Title: Proposed Picton Industrial Park Precinct 2A Local Structure Plan and rezoning (Scheme Amendment) — Lots 103 and 110 Harris Rd and Lot 603 Columbus Drive, Picton East (Rowe Group on behalf of Harris Rd Pty Ltd and Westim Pty Ltd)

Reporting Department: Sustainable Development Directorate
 Reporting Officer: Mrs Suzanne Occhipinti - Senior Planning Officer
 Legislation: Local Government Act 1995

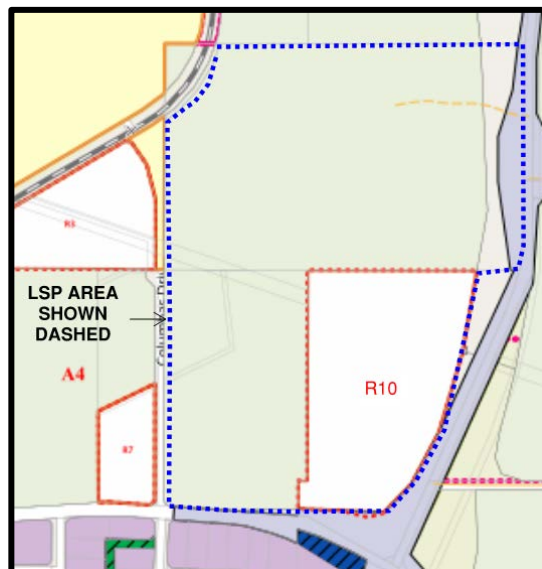
Overview

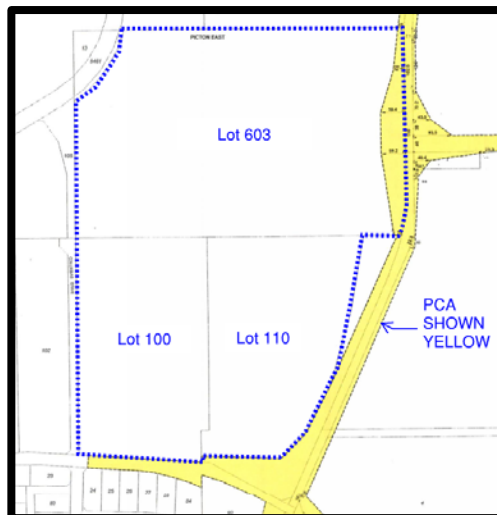
The Shire received a proposal for the ‘Picton Industrial Park Precinct 2A Local Structure Plan’ (LSP) over Lots 103 and 110 Harris Rd and Lot 603 Columbus Drive, Picton East. Officers are recommending that Council advises the Western Australian Planning Commission (WAPC) that it supports the proposal with modifications.

Location Plan



Scheme Map



Planning Control Area Map (subject lots in blue)Background

Structure Plans are the planning mechanism used to guide future subdivision and road layout, and to justify rezoning proposals. District Structure Plans identify broad development areas, with Local Structure Plans required to provide more detailed analysis and outcomes on a smaller scale.

The subject land is identified for Industrial uses in Precinct 2 of the 'Picton Industrial Park Southern Precinct District Structure Plan' (PIPSDSP). The proposed Local Structure Plan (LSP) further divides Precinct 2 into a smaller area (Precinct 2a).

Martin-Pelusey Rd abuts the subject land to the east and is a Primary Regional Road under the GBRS. The eastern side of Martin-Pelusey Rd is now covered by the Waterloo Industrial Park District Structure Plan (WIPDSP). Until recently, the former Bunbury Outer Ring Rd (BORR) alignment generally followed the Martin-Pelusey Rd. The BORR has since been realigned further to the east however Martin-Pelusey Rd remains a Primary Regional Rd, with indirect connections to the BORR. Martin-Pelusey Rd has been included in the Planning Control Area (PCA) along with part of Harris Rd to the south of the subject land.

The full LSP report including technical reports is 674 pages in total, and due to its size has not been included in full in the appendices to this report, but can be viewed on the Shire's website using the following link: <https://www.dardanup.wa.gov.au/council/council-meetings/agendas-appendices/agendas-minutes-2020/> (Appendix LSP) -Only the executive summary section of the report and the LSP itself has been included in (Appendix ORD: 12.3A – Page 98 – Part 1).

Advertising

The LSP version 2 (v.2) was advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, for 28 days from 23 January 2020, as follows:

- Public Notice placed in the South Western Times;
- Public Notices placed on the site for the duration of the advertising period;
- Public Notice displayed on the Shire's website for the duration of the advertising period;
- Public Notices displayed at the Shire's offices in Eaton and Dardanup;
- Letters sent to landowners within approximately 1km of the application site;
- Letters sent to the following agencies:
 - Atco Gas Australia;
 - Aqwest;
 - Department of Fire & Emergency Services (DFES);
 - Department of Conservation, Biodiversity and Attractions (DBCA);

- Department of Health;
- Department of Mines, Industry Regulation and Safety (DMIRS)
- Department of Planning, Lands and Heritage (WAPC) – (DPLH);
- Department of Primary Industries and Regional Development (Agriculture and Food)
- Department of Water and Environmental Regulation (DWER);
- Harvey Water;
- Main Roads Western Australia (MRWA);
- Public Transport Authority (PTA);
- Water Corporation; and
- Western Power

In response to the advertising, 15 submissions were received, including 3 public submissions and 3 objections (MRWA, DOH and DWER). A copy of each submission is provided in (Appendix ORD: 12.3B – Page 101 – Part 1). The submissions are summarised in the Schedule of Submissions in (Appendix ORD: 12.3C – Page 148 – Part 1).

The concerns raised in the submissions can generally be summarised as:

- High water table and land subject to inundation – requires more detail in water management strategy;
- Small lots (under 1Ha) do not meet Government Sewerage Policy and land is not sewered;
- Filling at development stage is not appropriate as this should be done by developer at subdivision, given inundation and drainage issues;
- Additional intersections at Martin-Pelusey Rd and Harris Rd are considered unnecessary;
- Road layout in LSP is not consistent with that shown in the District Structure Plan that applies to the land.

In response to concerns raised by officers and agencies, the applicant provided a modified LSP v.3 on 27 May 2020, and a corresponding updated Local Water Management Strategy (LWMS) v.F. As the LSP v.3 does not materially change the LSP v.2 plan other than differentiating between public open space and drainage areas, officers do not consider that it required readvertising. The modified plans were referred to DOH and DWER for further comment, particularly having regard to the LWMS. The Shire is required to make a recommendation to the WAPC on the advertised LSP v.2.

The applicant also provided written responses to the matters raised in submissions. Officers note that some of the applicant's comments refer to the modified v.3 plan. The applicant's comments are contained in (Appendix ORD: 12.3D – Page 168 – Part 1).

Legal Implications

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015* ('the Regulations')
- Shire of Dardanup Town Planning Scheme No. 3 (TPS3)

Officers note that in accordance with the Regulations, the applicant may appeal to the State Administrative Tribunal if the WAPC decides not to approve the Structure Plan.

Strategic Community Plan

Strategy 1.1.1 - To be equitable, inclusive and transparent in decision making. (Service Priority: High)

Strategy 2.1.1 - To protect and preserve open spaces, natural vegetation and bushland. (Service Priority: Very High)

Strategy 2.1.2 - Preserve and protect the ecological value of watercourses. (Service Priority: Very High)

Strategy 3.5.1 - To protect public health and safety. (Service Priority: High)

Strategy 4.3.2 - To provide adequate commercial and industrial land to meet the future needs of industry. (Service Priority: Very High)

Strategy 4.3.3 - To plan and facilitate adequate transport, infrastructure and utility services to meet industry requirements. (Service Priority: Very High)

Environment

Flora and Fauna surveys of the site were conducted in 2009. In November 2019, the site was resurveyed and a technical memo added to the LSP (dated January 2020) which addresses the more recent survey findings. It notes that “no additional conservation significant values were likely to occur within the site and that the vegetation values had not changed compared to the flora and vegetation survey (Ekologica Pty Ltd 2009)”. Three multiple use wetlands were identified on the land.

Having regard to the original 2009 surveys, the flora survey states that “No Declared, Rare or Priority List flora, or other flora of conservation significance was found”, however the fauna survey identified species of conservation significance within the LSP area, including western ringtail possums and three black cockatoo species.

An Environmental Assessment and Management Strategy (EAMS) has been prepared for the LSP area, to address the flora and fauna investigation results. The EAMS identifies habitat protection opportunities, and recommends tree retention amongst other measures. The Technical Memo dated January 2020, appended to the flora and fauna survey, notes that

Additional investigations may be required to support a detailed consideration of potential obligations pursuant to the federal EPBC Act, and in particular potential impacts on habitat for the three black cockatoo species and western ringtail possum. This will be addressed prior to physical disturbance of remnant vegetation within the site, but is not required to support preparation of the LSP.

Officers are recommending that this is included as a ‘Note’ on the LSP, to be complied with prior to subdivision.

Reticulated sewerage is not available in the LSP area. A Local Water Management Strategy (LWMS) has been prepared and submitted, detailing the principles and broad design for water management and protection. Prior to subdivision, the developer will also need to submit more detailed designs in an ‘Urban Water Management Plan’ (UWMP).

Precedents

The Picton Industrial Park Southern Precinct District Structure Plan was approved by WAPC in 2018 (PIPSDSP), and shows the subject land contained in a large area identified as “Precinct 2”.

The Preston Industrial Park Northern Precinct Local Structure Plan - Precinct 3 was approved by WAPC in 2016.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance

CP095 Local Biodiversity: As discussed earlier in the ‘Environment’ section of this report, an EAMS has been prepared to identify and managed flora and fauna worthy of protection. It is recommended that

the LSP be modified to include notes on the plan itself, requiring the EAMS recommendations to be implemented prior to subdivision and development stages as relevant.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.3E – Page 183 – Part 1) for the full assessment document.

Tier 3 – ‘High’ or ‘Extreme’ Inherent Risk.	
Risk Event	There will be a cost to the Shire for upgrading and maintenance of roads unless developer funding contributions are prepared and enforced
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	Officers are recommending that a plan for development contribution/funding for road works to form part of LSP, as required in the District Structure Plan.
Residual Risk Rating (after treatment or controls)	Moderate (5-11)
Risk Category Assessed Against	Financial There will be a cost to the Shire for upgrading and maintenance of roads unless developer funding contributions are prepared and enforced
	Health Risk to groundwater contamination due to high water table and onsite effluent disposal
	Environment Risk to groundwater contamination due to high water table and onsite effluent disposal

Officer Comment

The main attributes of the LSPs in v.2 and v.3 are summarised as follows:

Version 2 – advertised	Version 3 – referred to DWER and DOH only
Total area in LSP is 73Ha	No change
Size of industrial land use proposed is 68.4 ha	No change
Balance of land is to be public open space, drainage and road reserves	Public open space is differentiated from drainage reserves
‘Concept Plan’ shows minimum lot size is 0.66 Ha, and estimated lot yield is 47 lots	‘Concept Plan’ shows minimum lot size is 1 Ha, and estimated lot yield is 37 lots
POS is in addition to that identified in the PIPSDPS	No change

The proposal has been assessed against the relevant planning legislation and Scheme provisions, being:

- Greater Bunbury Structure Plan 2013
- Greater Bunbury Region Scheme – Clause 27 - Development of State or Regional Significance
- Picton Industrial Park Southern Precinct District Structure Plan
- Shire of Dardanup Local Planning Strategy
- Town Planning Scheme No .3 (TPS3)

- Rezoning proposal
- Local Planning Policies:
- State Planning Policies:
 - SPP 2.0 - Environment and Natural Resources (SPP2.0)
 - SPP 2.9 - Water Resources (SPP2.9)
- Government Sewerage Policy.

Each of the above relevant provisions are discussed in turn below, as well as discussion on the impact on the road network.

- *Greater Bunbury Structure Plan (GBSP) 2013*

The subject land is identified in the GBSP as 'Industrial Expansion Area', and the proposal is consistent with the plan.

- *Greater Bunbury Region Scheme (GBRS)*

The land is zoned Industrial Deferred under the GBRS, and is in part reserved as a Primary Regional Road. It adjoins Martin-Pelusey Rd which is also a Primary Regional Road under the GBRS, due to the former Bunbury Outer Ring Road (BORR) alignment.

The proposal seeks to 'lift' the Industrial Deferred zone under the Greater Bunbury Region Scheme (GBRS). The lifting of Industrial Deferral means that the land would then be zoned Industrial under the GBRS.

- *Picton Industrial Park Southern Precinct District Structure Plan (PIPSDSP/DSP)*

District Structure Plans provide broad objectives and requirements for the planning of a large areas or districts, in order to guide the preparation of smaller and more detailed Local Structure Plans. The 'Picton Industrial Park Southern Precinct District Structure Plan' (PIPSDSP) applies to the subject lots and is the overarching strategic plan guiding the LSP, and to which the LSP should relate.

Whilst the proposed LSP is generally consistent with the DSP, Officers note that the road layout on the proposed LSP is inconsistent and this is discussed further in the 'road network' section of this report. Officers also note the following requirements of the DSP that are to be further detailed in the LSP, and have provided comments below each point in italics:

- Prior to subdivision or development, prepare a strategy for funding and preparation of works for the intersection of Columbus Dve/Harris Rd; and for the improvement of Harris Rd and other distributor roads –
 - o *See discussion under 'road network'*
- An exemption from the requirement to connect to reticulated sewer where it can be demonstrated that the proposal complies with the Government Sewerage Policy –
 - o *LSP v.3 and LWMS v.F address this matter*
- programs for filling and draining of lots at subdivision stage, to protect existing vegetation where possible –
 - o *recommended as a 'Note' on a modified LSP and LWMS;*
- Design Guidelines to be prepared to support the proposal prior to subdivision –
 - o *recommended as a 'Note' on a modified LSP.*

- *Shire of Dardanup Local Planning Strategy (LPS)*

The Local Planning Strategy identifies future land uses on the subject land as Industrial “to be consistent with the GBRS” (part 3.5.1 Industrial – Minor Expansions).

- *Town Planning Scheme No .3 (TPS3)*

The land is zoned ‘General Farming’ currently, and Restricted Use zone 10 (R10) also applies to Lot 110 Harris Rd, which restricts the uses on that lot to timber sales and storage only. Typically the process for rezoning and the consideration of a LSP would be to amend the TPS to an appropriate zone initially, followed by the consideration of the LSP, which is required to finally ‘lift’ the Industrial Deferment under the GBRS. However, in this instance the land hasn’t been rezoned under TPS3 and there is no head of power to consider a LSP in the General Farming Zone. The LSP application discusses the applicant’s preference for ‘concurrent’ lifting of Industrial Deferment under the GBRS, and rezoning from ‘General Farming’ zone to ‘Development’ zone under TPS3.

DPLH has advised that whilst the two rezoning processes can occur in tandem, rezoning under the GBRS (lifting of the Industrial Deferment) does not automatically rezone the land under the TPS, and therefore a local scheme amendment proposal will still be required at some point. The Shire has not received an application for rezoning/scheme amendment under TPS3 at this time, however the Shire can request that the WAPC gives the LSP the head of power to be considered, despite the current TPS3 zoning, prior to the lifting of Industrial Deferred zoning and prior to a TPS3 amendment.

Officers recommend that the Shire requests that “the WAPC proceeds to make a resolution under delegated authority pursuant to Schedule 2, Part 4, Clause 15(c) of the *Planning and Development (Local Planning Scheme) Regulations 2015* to give the proposed Local Structure Plan the heads of power to be prepared for the subject land for the purposes of orderly and proper planning under the Industrial Deferred zoning of the GBRS”. Once the Shire has made a determination on the LSP and forwards it to the WAPC, the Commission can determine the LSP followed by a determination on the Lifting of the Urban Deferment (if it so chooses), and the Shire can assess a TPS3 amendment once it is received.

The proposed rezoning maps for both TPS3 and the GBRS are included for reference in (Appendix ORD: 12.3F – Page 184 – Part 1).

- *Local Planning Policies (LPPs)*

CP095 Local Biodiversity is the only relevant LPP, and has been discussed earlier in this report.

- *SPP 2.0 - Environment and Natural Resources*

Environmental matters have been discussed broadly in the section of this report called “Environment”, and are discussed with regard to water quality protection in the section below.

- *SPP 2.9 Water Resources*

DWER notes that lots should be filled to achieve final lot levels as part of subdivisional works, rather than being left for future owners to undertake as part of development works. Officers agree that filling in line with overall levels at subdivision stages will be less problematic than filling on an ad hoc basis at development stage, and support this requirement. This is also a requirement as part of subdivision under the PIPSDSP.

The LSP v.2 shows indicative lot sizes down to 0.66ha in size. DWER recommends a minimum 1ha lot size, and site and soil evaluations. These requirements have been addressed in the updated LSP v.3, and in the updated LWMS v.F. Officers are recommending that the advertised LSP and LWMS are modified to reflect the LSP v.3 and LWMS v.F, as conditions of approval.

- *Government Sewerage Policy*

In its submission, DOH objected to the advertised LSP (v.2) stating that it is inconsistent with the Government Sewerage Policy because the minimum lot sizes shown on the Concept Plan are less than 1 Ha, and the highest water table is less than 0.5m below natural ground level (NGL). The modified LSP v.3 addressed these issues, and shows the following:

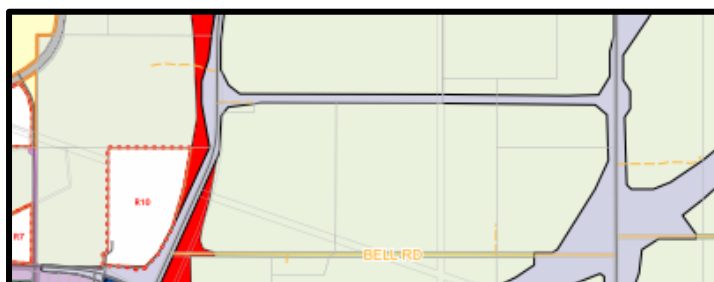
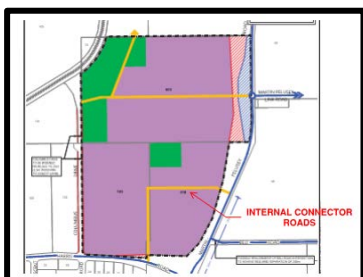
- The ‘Concept Plan’ shows minimum lot size is increased to from 0.66 ha to 1.0 ha, with resulting estimated lot yield decreased to 37 lots;
- Structure Plan amended to differentiate between POS and drainage areas;
- Requirement for site and soil evaluation at various future stages;
- PCA shown on plans and discussed in report.

The updated LWMS v.F now includes a requirement for site and soil evaluations prior to subdivision/development, notes the minimum 1Ha lot size requirement, and details wastewater management requirements for compliance with the Government Sewerage Policy. The LSP v.3 and updated LWMS v.F were referred to DOH for comment, which advised that it did not object providing that the proposal can demonstrate a 1.5m (minimum) clearance from winter ground water for on-site effluent disposal via the Site and Soil Evaluation, in accordance with AS1547 Government Sewerage Policy. Officers are recommending that a modified LWMS is prepared and approved the Shire, DWER and DOH.

- *Road Network*

The LSP proposes two internal integrator roads to connect with the existing road network, shown on the Structure Plan map below (left) in orange, but does not show any other internal roads or the lot layout. The LSP layout has been left intentionally broad by the applicant, who advised that “this is consistent with the changes to the Planning Regulations and the manner in which Structure Plans are treated as guide only”. The proposed LSP layout would result in the following points of vehicle access to/from the subject land:

- o two additional intersections on Martin-Pelusey Rd,
- o one additional intersection on Harris Rd,
- o one access point at the private land at the northern end of Columbus Dve, and
- o one access point at the private land to the north of the LSP area.



Officers note that the northern integrator road does not connect with a constructed public road to the west, but rather to private land. This land is identified in the District Structure Plan (PIPSDSP) as a future extension of Columbus Drive. If this extension is not developed at the time that the central

and norther parts of the Local Structure Plan area are subdivided, the subdivision will need to show internal roads connecting to the existing alignment of Columbus Drive.

Whilst there is no planned connection directly to the BORR at Martin-Pelusey Rd, the above map on the right shows the a future 'connector' road (designated in the PCA and shown grey) between Martin-Pelusey Rd and Wireless Rd, for future access to the BORR. As can be seen above, the northern intersection proposed in the LSP to Martin-Pelusey Rd is generally in line with the proposed connector road in the PCA. This is also the location of a district distributor road on the WAPC endorsed 'Waterloo Industrial Park District Structure Plan' (WIPDSP) which applies to the eastern side of Martin-Pelusey Rd. For these reasons officers support this location for the northern integrator road as it aligns with the future road network on the eastern side of Martin-Pelusey Rd.

MRWA has objected to the LSP, noting that the district structure plan (PIPSDSP) shows only one intersection with Martin-Pelusey Rd from the subject land. MRWA considers the additional southern intersection on Martin-Pelusey Rd to be unnecessary. The Shire's Engineering Department advised that it agrees with MRWA on this point but only on the proviso that, if the intersection is removed, the traffic can be accommodated via the other intersections and that those other intersections will function satisfactorily. Alternatively, the intersection could be restricted to fewer movements, such as left in-left out instead of full movement. The need for this intersection and its functionality could be explored further and officers are recommending a Traffic Safety Audit prior to subdivision and development

Both the Shire's Engineering Department and MRWA have also questioned the need for the additional intersection on Harris Rd, between Martin-Pelusey Rd and Columbus Drive, on the southern boundary of the LSP area. The location of the intersection as shown on the LSP is relatively close to the proposed roundabout at Martin-Pelusey Road and Harris Road to be constructed as part of the BORR project. The Shire's Engineering Department suggests that the application should demonstrate the need for this intersection, having regard to other possible locations. A road safety audit is also recommended to be undertaken to determine the suitability of the location.

The applicant provided a supplementary report responding to these concerns (Uloth & Assoc., 14 May 2020) however this has not changed the Engineering Departments position or that of MRWA.

MRWA suggests developer contributions as part of the LSP, as well as upgrading Harris Rd to an urban standard, and installing a roundabout or traffic signals at the Harris/Columbus Rd intersection (south-west corner of the LSP area). The Shire's Engineering Department advised that the Shire is currently undertaking road upgrades on Harris Road and increasing the seal width, but this doesn't require road reserve widening. The Shire's upgrade works will effectively improve Harris Road to meet current requirements as a truck route in a predominantly rural setting. It is expected that as industrial development encroaches on Harris Road, there will be a need to upgrade the road further to a built-up form, incorporating piped drainage, full kerbing, street lighting, etc. It is expected that developers will contribute to this next stage of upgrade required as a result of further industrial subdivision and development, via a developer contribution plan. However, in the meantime, the developer would be expected to provide any immediate road widening and intersection treatments required for any development roads that intersect the existing road network.

There is no existing Developer Contribution Plan (DCP) for this area and therefore the Shire cannot currently require developer contributions. Officers recommend that a 'Note' be included on a modified LSP stating that at subdivision, the developer is required to pay contributions in accordance with an approved DCP or other agreement such as a land owner's agreement.

- *Summary*

The Shire must make a recommendation based on Officers consider that the advertised LSP v.2 can be supported subject to modifications to generally accord with the LSP v.3 and LWMS V.F, as well as a number of other modifications. These are detailed in the officer's recommendation.

Council Role - Quasi-Judicial.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. Pursuant to Section 115(2) of the *Planning and Development Act 2005*, recommends to the Western Australian Planning Commission (WAPC) that proposed Structure Plan listed below for Lots 103 and 110 Harris Rd and Lot 603 Columbus Drive, Picton East be approved subject to the following conditions:

Local Structure Plan Precinct 2A – Picton Industrial Park Southern Precinct including all Technical Reports that form part of the Structure Plan, version 3 dated 25 May, 2020, and submitted to the Shire on 29 May 2020.

- a) A modified Local Structure Plan with technical appendices being submitted to the WAPC that is generally in accordance with the Structure Plan and technical appendices submitted by Rowe Group dated 25 May 2020 (Version 3), but modified to comply with conditions (b) – (g) below:
- b) The modified Local Structure Plan (LSP) is to include a 'Notes' section either on the plan itself or as a section in the LSP report, requiring compliance with the following matters:
 - (i) A heading which states "Prior to Subdivision and Development requirements:"
 - (ii) The following notes being included below the heading "Prior to Subdivision":
 - The Environmental Assessment Management Strategy (EAMS) recommendations must be implemented prior to subdivision and development stages in accordance with the EAMS, to the satisfaction of the Shire;
 - The developer is to have an 'Urban Water Management Plan' (UWMP) approved by the Shire;

- The approved UWMP is to be implemented;
 - Lots are to be filled to achieve final lot levels that accord with the UWMP;
 - the developer is required to pay contributions in accordance with an approved DCP or other agreement such as a landowners agreement;
 - Site specific fauna investigations and a subsequent report detailing obligations under the *Environmental Protection and Biodiversity Conservation Act 1986* must be submitted to the Shire;
 - Design Guidelines are to be submitted to and approved by the Shire in accordance with the relevant District Structure Plan requirements;
 - The Local Government shall request the Western Australian Planning Commission to impose a condition of subdivision, requiring a Section 70A notification on title advising land owners that they may be impacted by noise levels above the normal assigned level for night time but within the bounds of the noise regulation 17 approved;
 - The land is to be connected to a reticulated sewerage system; or
 - Site suitability for on-site wastewater disposal is to be demonstrated via a site-specific 'Site and Soil Evaluation Report' at the site and lot level, undertaken in accordance with Australia New Zealand Standard 1547 to the satisfaction of Department of Health;
 - Site suitability for on-site wastewater disposal is to demonstrate that the proposal complies with the Government Sewerage Policy, and achieves a minimum 1.5m clearance from winter ground water level for on-site effluent disposal; and
 - A Road Safety Audit being conducted for the proposed and surrounding road network, to correspond with the layout of the modified Local Structure Plan.
- c) The modified Local Structure Plan is to acknowledge and incorporate appropriate separation distances in accordance with the Environment Protection Authority Environmental Assessment Guideline 3 'Guidance for the Assessment of Environmental Factors No 3 – Separation Distances between Industrial and Sensitive Land Uses'.

- d) **An amended Local Water Management Strategy must be prepared by the applicant and approved by the Department of Water and Environmental Regulation (DWER), the Shire of Dardanup and the Department of Health (DOH), and must include the following modifications:**
 - (i) **Section 9.2 must be modified to replace the third paragraph of that section with the following text: *“If any changes to the catchment details are proposed and/or the designs are not consistent with the assumptions made in this LWMS, including layout of the 20 m access road reserves and/or drainage basin sizes and/or locations (as shown on the concept plan in Appendix A), the surface runoff modelling for the entire structure plan area will need to be reviewed during the subdivision design process and detailed within the supporting UWMPs”;***
 - (ii) **The LWMS must acknowledge that lots are required to be filled as a condition of subdivision (at subdivision); and**
 - (iii) **The LWMS must acknowledge that lots are required to connect to the roadside drainage as a condition of subdivision.**
 - e) **Footnote 1 of the Bushfire Management Plan (BMP) being removed to ensure accuracy.**
 - f) **The modified Structure Plan submitted to the WAPC being referred to the Shire of Dardanup and relevant service agencies for comment, prior to determination by the WAPC.**
2. **The Shire formally requests that the WAPC proceeds to make a resolution under delegated authority pursuant to Schedule 2, Part 4, Clause 15(c) of the *Planning and Development (Local Planning Scheme) Regulations 2015* to give the proposed Local Structure Plan the head of power to be prepared for the subject land, for the purposes of orderly and proper planning, under the Industrial Deferred zoning of the GBRs.**

12.4 Title: Application for Development Approval for a Roadhouse – Lot 603 (96) Martin Pelusey Road, Picton East (Rowe Group on behalf of Harris Road Pty Ltd)

Reporting Department: Sustainable Development Directorate
Reporting Officer: Susan Oosthuizen- Director Sustainable Development
Legislation: Planning and Development Act 2005

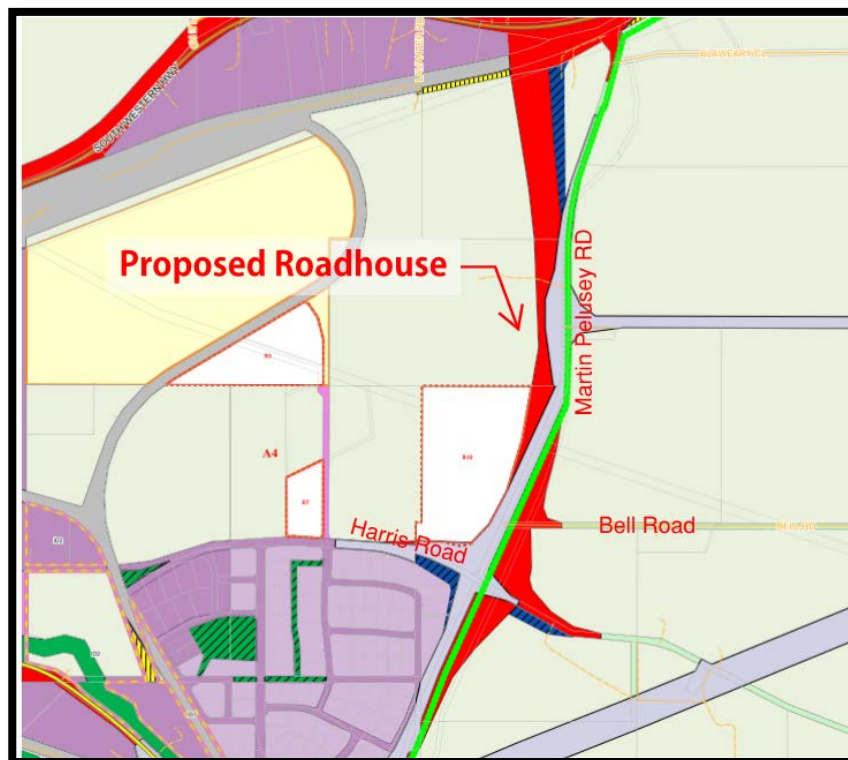
Overview

Council has received an Application for Development Approval for a proposed Roadhouse on a part of Lot 603 (96) Martin Pelusey Road, Picton East. The proposal also seeks Planning Approval under the Greater Bunbury Region Scheme as part of the development is proposed on land that is reserved for Primary Regional Road purposes. The development area is included in the Draft 'Picton Industrial Park Precinct 2A Local Structure Plan' (LSP) has not yet been approved. The intent of the LSP is to guide future subdivision and development of the area and will only be considered by Council at its meeting on 29 July 2020. Officers recommend that the LSP process be concluded with endorsement from the WAPC prior to approval of individual development applications.

Officers further consider the development of a car canopy and a retail building associated with the Roadhouse development not in line with the purpose of the Primary Regional Road Reservation on which it is proposed to be located. Officers recommend that Council refuse the Roadhouse under the Shire of Dardanup Town Planning Scheme No.3.

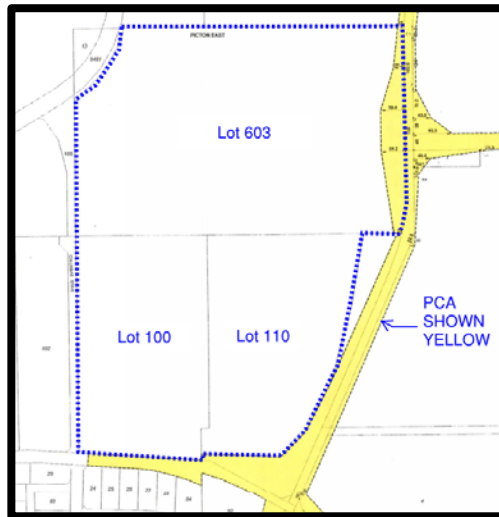
Location Plan

The Roadhouse is proposed on a portion of Lot 603 (96) Martin Pelusey Road, Picton East. Lot 603 is zoned "General Farming" and partly reserved for Primary Regional Roads under Shire of Dardanup Town Planning Scheme No. 3 (TPS3) and the Greater Bunbury Region Scheme.



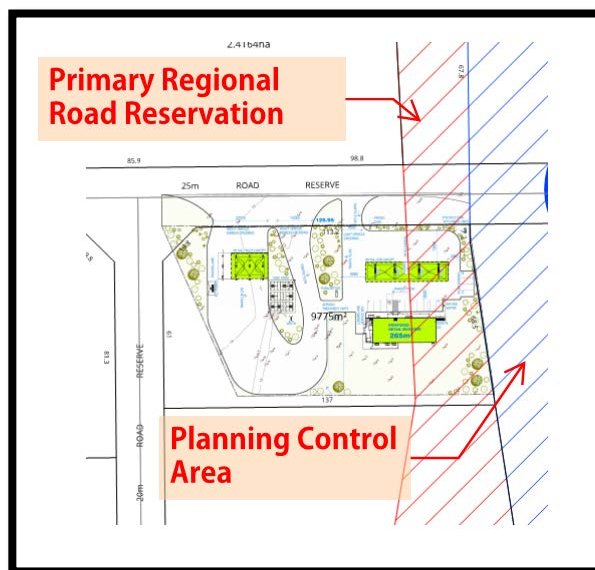
Planning Control Area Map

Part of Lot 603 indicated in yellow on the map below is impacted by the newly gazetted ‘Planning Control Area’ (PCA). As the proposed Roadhouse is located in close proximity to the PCA clarification was sought from the Department of Planning, Lands and Heritage regarding the impact of the PCA on the application. The Department indicated that it does not see the proposal as development within the PCA and the application is to be processed as normal. The Department also stated that, if the development is reliant on gaining access from the proposed BORR only (located within the PCA alignment) pre-consultation with Main Roads WA is recommended and if access is not granted the development will not be feasible. Main Roads has objected to the proposal, the objection is discussed in the Officer Comment section of the report.



Site Plan

The development area where the proposed Roadhouse is to be constructed forms part of the Draft ‘Picton Industrial Park Precinct 2A Local Structure Plan’ (LSP) area. The plan below demonstrates the development area identified as a proposed lot in the Draft LSP. The lot is impacted by the Primary Region Road reservation and sits outside of the PCA. Works and use associated with the car canopy, retail building and parking are proposed on the part of the lot that is reserved for Primary Regional Road Reservation purposes.



Background

In January 2020 the Shire received a proposal for the 'Picton Industrial Park Precinct 2A Local Structure Plan' (LSP) over Lots 103 and 110 Harris Rd and Lot 603 Columbus Drive, Picton East. The proposal also seeks the lifting of the 'Industrial Deferred' zone to 'Industrial' zone under the Greater Bunbury Region Scheme (GBRS). At the time of writing this report, the Draft LSP has not been considered by Council and the WAPC yet.

The Proposal

The Council has received a proposal for a Roadhouse to be located on a part of Lot 603 (96) Martin Pelusey Road, Picton East. The proposal report including the original development plans consists of 43 pages in total, and due to its size it has not been included in the appendices to this report, it can be viewed on the Shire's website: (Appendix ORD: 12.4A – Page 1 – Part 2) - [Roadhouse DA referral documentation 20-01-2020](#)

Following on from the submissions received, the applicant has amended the Development Plans, and a copy of the amended plans is contained in (Appendix ORD: 12.4B – Page 44 – Part 2). Lot 603 is 39.2424ha in size and as is evident from the amended plans, the development area for the Roadhouse is approximately 1.2209ha. The subject site is used for general farming and grazing purposes and approval is sought for a Roadhouse on the subject site with the following uses:

- Retail building with a floor space of 265m²
- Retail car canopy
- Retail truck canopy
- Fill points
- Tank farm
- 15 car parking bays
- Rainwater Tank
- Pylon ID sign and promo sign

Martin-Pelusey Road abuts Lot 603 to the east. Access to the Roadhouse is to be obtained from a link road via the proposed new roundabout in Martin Pelusey Road. The eastern side of Martin-Pelusey Road forms part of the Waterloo Industrial Park District Structure Plan (WIPDSP). Until recently, the former Bunbury Outer Ring Road (BORR) alignment generally followed the alignment of Martin-Pelusey Road. The BORR has since been realigned further to the east however Martin-Pelusey Road remains a Primary Regional Road Reservation, with indirect connections to the BORR which has been included in the recently gazetted Planning Control Area.

Advertising

The proposal was advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, and the *GBRS*, as follows:

- The proposal was referred to agencies and landowners within approx. 1km from the development site;
- Referral letters were mailed on 21-01-2020 with the closing date being 3-03-2020 allowing the 42 day referral timeframe as required under the GBRS.
- Notice was placed in the Shire of Dardanup community news published on 18 February with the closing date being 3-03-2020 allowing 14 days for submissions which is the minimum timeframe under the regulations.
- A Public Notice was placed on the site for the duration of the advertising period;
- Public Notice displayed on the Shire's website for the duration of the advertising period;
- Public Notices displayed at the Shire's offices in Eaton and Dardanup;

- Letters sent to the following agencies:
 - Alinta Energy
 - Atco Gas Australia;
 - Aqwest;
 - Department of Fire & Emergency Services (DFES);
 - Department of Conservation, Biodiversity and Attractions (DBCA);
 - Department of Health;
 - Department of Mines, Industry Regulation and Safety (DMIRS)
 - Department of Planning, Lands and Heritage (WAPC) – (DPLH);
 - Department of Primary Industries and Regional Development (Agriculture and Food)
 - Department of Water and Environmental Regulation (DWER);
 - Harvey Water;
 - Main Roads Western Australia (MRWA);
 - Public Transport Authority (PTA);
 - Water Corporation; and
 - Western Power
 - Dangerous Goods and Critical Risk Directorate

In response to the advertising, 13 submissions were received, including two agency objections (MRWA and DWER). A copy of each submission is provided in (Appendix ORD: 12.4C – Page 49 – Part 2). The submissions are summarised in the Schedule of Submissions in (Appendix ORD: 12.4D – Page 69 – Part 2). Officer comments and applicant comments in response to the matters raised in submissions, are included in the Schedule of Submissions.

Legal Implications -

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015* ('the Regulations')
- Shire of Dardanup Town Planning Scheme No. 3 (TPS3)

The applicant may appeal a decision of the Shire to the State Administrative Tribunal (SAT).

Strategic Community Plan

Strategy 1.1.1 - To be equitable, inclusive and transparent in decision making. (Service Priority: High)

Strategy 2.1.1 - To protect and preserve open spaces, natural vegetation and bushland. (Service Priority: Very High)

Strategy 2.3.1 - Continue to implement integrated environmental, social and land use planning which meets diverse community needs. (Service Priority: Very High)

Strategy 4.1.3 - To encourage business to develop: Support the capacity of local firms and industry to establish, grow and employ. (Service priority: Moderate)

Environment

The Local Structure Plan report states that no threatened ecological communities were identified in the structure plan area. Significant fauna species were identified in the LSP area, and tree retention is encouraged where finished earthworks levels permit. The Roadhouse proposal states under "existing improvements" that clearing of vegetation has already occurred in preparation of additional grazing and preparation of the proposed development.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

State Government and Council Policy Compliance

Acts & Regulations

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*

Schemes

- *Town Planning Scheme No. 3*
- *Greater Bunbury Region Scheme*

Structure Plan

- *Picton Industrial Park Southern Precinct District Structure Plan' (PIPSDSP).*
- *Draft 'Picton Industrial Park Precinct 2A Local Structure Plan' (LSP)*

Council Policy

- CP060 – Storm water discharge from buildings
- CP095 – Local Biodiversity

State planning policies

- SPP 5.4 Road and Rail Noise
- SPP 3.7 Planning in Bushfire Prone Areas

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.4E – Page 88 – Part 2) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Application for Development Approval – Lot 603 (96) Martin Pelusey Road, Picton East
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Risk of approval where land use and works are not in line with the purpose of the Primary Regional Road Reservation. This may set a precedent. Applicant is likely to appeal the Council decision.

Officer Comment

The submissions, regulation and policy requirements will be addressed on a topic-based assessment for consideration by Council.

➤ *Planning Framework*

• *Greater Bunbury Region Scheme*

The land is zoned 'Industrial Deferred' and partly reserved for Primary Regional Roads purposes under the GBRS. The lot is situated in the Priority Agricultural Land policy buffer area and forms part of an area for which a Local Structure Plan has been drafted. Approval is required under the GBRS. The submission from the DPLH indicated that a development application under the GBRS is premature and should be deferred until the Local Structure Plan has been endorsed by the WAPC and the lifting of the 'Industrial Deferred' zone has been completed.

• *Shire of Dardanup Local Planning Strategy (LPS)*

The LPS identifies future land use on the subject land as Industrial, "to be consistent with the GBRS" (part 3.5.1 Industrial – Minor Expansions).

• *Shire of Dardanup Town Planning Scheme No. 3 (TPS3)*

Lot 603 is zoned "General Farming" and partly reserved for Primary Regional Roads under Shire of Dardanup Town Planning Scheme No. 3 (TPS3). A Roadhouse is a "D" use in the 'General Farming' zone under TPS3, which is a use a use that can be considered and approved at the discretion of the Shire.

Due regard would also need to be given to the Draft LSP. The development area where the proposed Roadhouse is to be constructed forms part of the Draft 'Picton Industrial Park Precinct 2A Local Structure Plan' (LSP). Under the Draft LSP, the development area for the Roadhouse is identified for "General Industrial" use. A Roadhouse is also a discretionary use in the "General Industry" zone under TPS3.

There is a current inconsistency between TPS3 and the GBRS. The use for a Roadhouse may be considered in the "General Farming" zone under the local scheme, on the other hand it is not permitted under the GBRS until there is an approved Local Structure Plan in place. Access to the Roadhouse is to be obtained from a link road via the proposed new roundabout in Martin Pelusey Road. The link road is identified on the Local Structure Plan that is yet to be considered by the Council and approved by the WAPC.

As part of the development encroaches onto land reserved for Primary Regional Roads purposes under the GBRS, approval is required under both TPS3 and the GBRS. The proposed development on the part of the lot that is reserved for Primary Regional Road is not in line with the purpose of the reserve. The purpose of the reserve is to provide a regional road network to accommodate current, and future transport needs on roads declared under the *Main Roads Act 1930*. The applicant states that the reserve is now superseded. However, it is still a gazetted reserve under the GBRS. The proposal was referred to Main Roads WA, the advice agency under the GBRS. Main Roads has objected to the proposal. Officers consider the development of a car canopy and a retail building associated with the Roadhouse development is not in line with the purpose of the reserve and therefore not supported.

• *Planning and Development (Local Planning Schemes) Regulations 2015*

Clause 67 of the Deemed Provisions outlined within the Planning LPS Regulations contains a list of matters to be considered by Local Government when determining an application for Development Approval. The relevant matters to be considered pursuant to Clause 67 are addressed in (Appendix ORD: 12.4F – Page 89 – Part 2).

- *Traffic impacts on future road*

Access to the Roadhouse is dependent on a proposed link road identified on the Draft LSP. Main Roads WA indicated that consideration of the road access link to the proposed roundabout is subject to WAPC approval and that it is recommended that the Local Structure Plan be considered and approved prior to individual development applications being considered. In the consideration of the LSP report, Item 12.8 by Council at its 29 July 2020 meeting, officers support the location for the northern link road as it aligns with the future road network on the eastern side of Martin-Pelusey Road. However, officers recommend that the Development Application is not to be considered for approval until the LSP has received approval by the WAPC and the location of the link road has been locked in.

Main Roads WA stated that multiple, and over-width crossovers as currently proposed in the DA has the potential to create significant traffic conflict and safety issues as they present an uncontrolled form of access and egress to a road, particularly in relation to vehicle sight lines and 'masking' of through traffic. The applicant has amended to Development Plans to reduce the number of crossovers and provided a response by Uloth & Associates Consultants in Traffic Engineering & Transport Planning on 14 May 2020 (Appendix ORD: 12.4G – Page 95 – Part 2). This information was referred to Main Roads WA, and it replied stating the plans submitted have not been modified to address Main Roads concerns.

Officer recommendation is that the Development Application is not to be considered until the applicant has demonstrated that access to the development is set back sufficiently, in the order of 300 metres from the proposed roundabout to minimise traffic impacts on the future road and operation of the roundabout, alternatively access is to be taken from the proposed side road.

➤ *Conclusion*

Shire Officers have considered the application and submissions received in this regard and provide the following:

- *Consideration of the use under TPS3 and GBR5*

The roadhouse is a land use that can be considered in the "General Farming" zone under TPS3. A part of the development which consists of a car canopy and a retail building is not in line with the purpose of the Primary Regional Road Reservation on which it is proposed to be located, under the GBR5. Officers recommend that the development is redesigned to be wholly located outside of the Primary Regional Road Reservation to meet the requirements of the TPS and the GBR5.

- *Due regard to be given to an approved LSP*

Access to the Roadhouse is dependant on a proposed link road identified on the Draft LSP. The proposal can be supported once the location of the link road on which the Roadhouse is dependant for access has received approval by the WAPC and the approved LSP is in place.

- *Traffic impacts on future road*

The proposal would be supported once the applicant has demonstrated that access to the development would not have any traffic impacts on the future road and operation of the roundabout.

Officers recommend that the Council refuse the proposal for the following reasons:

- The local structure plan has not been endorsed by the WAPC;

- The development of a car canopy and a retail building associated with the Roadhouse encroaches onto the Primary Regional Road reservation; and
- Access to the development is to be set back sufficiently to minimise traffic impacts on the future road and operation of the roundabout on Martin Pelusey Road.

Should the Council not support the Officer's Recommendation, the Council could instead resolve to grant Development Approval for the proposal under the Shire of Dardanup Local Town Planning Scheme No. 3 (TPS3) subject to conditions.

The Council do not have delegation to approve the application under the GBRS. Council have delegation to refuse the application under the GBRS however officers recommend that Council do not exercise its delegation under the GBRS as this proposal appears to be a contentious matter and the Council decision is likely to be appealed by the applicant.

Council Role - Quasi-Judicial.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. **Refuses the Application for Development Approval under the Shire of Dardanup Town Planning Scheme No.3 for a Roadhouse on Lot 603 (96) Martin Pelusey Road, Picton East for the following reasons:**
 - a) **Development is to be in line with an approved local structure plan, 'Picton Industrial Park Precinct 2A Local Structure Plan' (LSP) which is yet to be endorsed by the WAPC.**
 - b) **Development encroaches onto the Primary Regional Road reservation.**
 - c) **It has not been demonstrated that access to the development does not impact on the future road and operation of the roundabout on Martin Pelusey Road.**
2. **Forwards the application for approval under the Greater Bunbury Regional Scheme for a Roadhouse on Lot 603 (96) Martin Pelusey Road, Picton East and supporting documents, along with Council's recommendation to the WA Planning Commission for determination of the planning application under the Greater Bunbury Regional Scheme.**

12.5 Title: Proposed New Local Planning Policy - CP084 – Local Planning Policy - Advertising Signage

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Cecilia Muller - Principal Planning Officer</i>
<i>Legislation:</i>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i>

Overview

The Shire of Dardanup currently requires development approval for all signs on zoned land within its area as it does not have a signage policy or a Local Law and there are no provisions in the Local Planning Scheme No 3 that provide clear guidance or standards for the assessment of sign applications. This report recommends that Council adopts the draft Local Planning Policy CP084 (LPP CP084) for the purposes of public advertising for a period of 21 days in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Background

The Shire has a number of local planning policies which control a range of planning matters within the Shire. The *Planning and Development (Local Planning Schemes) Regulations 2015* allows the Local Government to adopt a Policy that provides objectives and standards against which the Shire will assess Development Approval applications for advertising signage within the Shire of Dardanup. It also provides an opportunity to exempt some advertising signage from requiring Development Approval where it meets the criteria listed in the Policy. This will further streamline the planning approval process where in most instances only the larger signs and more complex applications will trigger Development Approval applications.

The draft Policy is made pursuant to Division 2, Part 2, Schedule 2 of the Deemed Provisions for local planning schemes of the *Planning and Development (Local Planning Schemes) Regulations 2015*. Draft LPP CP084 provides guidance, criteria and standards that will apply to the consideration of sign applications within the Shire of Dardanup where they require Development Approval under the Regulations.

Draft LPP CP084 will apply to all land zoned under the Scheme and is to be read in conjunction with the Scheme and any other relevant local planning policy. The draft policy does not deal with:

- Warning signs and risk management signage installed by the Local Government on Local Government controlled land in accordance with the Public Works Act, 1902; and
- Street parking signs, information signs, road signs, regulatory traffic signs and directional signs installed by the Local Government in local road reserves in accordance with the Public Works Act, 1902. The Local Government's approach to such signage is set out in Policy CP040 Directional Signage Policy for Fixed Signs within Road Reserves and Policy CP041 Directional Signage for Public Events and Activities – Temporary Signs within Road Reserves.

Legal Implications

Division 2, Part 2, Schedule 2 of the Deemed Provisions for local planning schemes of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Strategic Community Plan

Strategy 1.4.2 - Maintain, review and ensure relevance of Council's policies and local laws. (Service Priority: Moderate)

Environment - None.

Precedents - None.

Budget Implications

The preparation of draft local planning policy was undertaken within the Shire's existing budget. There will be a small cost associated with publicly advertising the local planning policy in newspapers circulating the district.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.5A – Page 1 – Part 3) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Local Planning Policy – CP084 – Advertising signage
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational The draft Local Planning Policy CP084 has been prepared to establish the Shires position in relation to advertising signage. The Policy carries a reputational risk as it deals with the Shire's processes and procedures when considering certain applications and development types.

Officer Comment

Currently Development Approval is required for all signs on zoned land within the Shire of Dardanup. The Shire does not have a Signs Local Law and there are no provisions in the Scheme that provide clear guidance or standards for the assessment of sign applications. The draft Policy CP084 in provides definitions and visual illustrations of different types of signs. The following sign types have been identified within the policy:

- Awning Signs (below)
- Awning Signs (above)
- Community Service Sign
- Freestanding Banner Signs
- Projecting Signs
- Wall Signs
- Window Signs
- Property Transactions, Display Home, and Building Construction Signs
- Ground Based Signs
- Fence Sign

- Flag Pole
- Rural Producer Sign
- Home Occupation/Home Business Signs
- Election Signs
- Roof Signs
- Pylon Signs
- Balloon Sign
- Monolith Sign
- Billboards
- Trailer Mounted Sign
- Tower Sign

Part 5 of the draft Policy sets out when a sign may be exempt from requiring Development Approval. For a sign to be exempt it needs to meet the criteria in Table 1 and the development requirements in Part 7 of the policy. If a sign is not exempted, then a Development Approval application is required to be submitted and the applicant would need to demonstrate that the Development Standards in Table 1 are met. Exemptions does not apply to signs located on land reserved under the GBRS, or if the sign is illuminated, or located on a heritage building or in a heritage area.

Where a sign does not meet the development requirements outlined in the policy the sign will be assessed on its individual planning merits. Shire Officers have prepared the draft LPP CP084 to provide a clear approach for the assessment of Development Approval applications and are recommending the draft Policy be adopted for advertising purposes.

Council Role - Legislative.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Resolves to adopt Draft Local Planning Policy (LPP) CP084 – Advertising Signage, as provided in attachment (Appendix ORD: 12.5B – Page 2 – Part 3) to this report, pursuant to Schedule 2, Part 2, Division 2, Clause 4(1) of the Planning and Development (Local Planning Scheme) Regulations 2015 for the purposes of public advertising.**
- 2. Publicly advertises Draft Local Planning Policy (LPP) CP084 – Advertising Signage, as provided below for a period of 21 days.**
- 3. Following the closure of the public advertising period Council consider a report on the submissions received during the advertising period and make a recommendation that Draft Local Planning Policy – CP084 – Advertising Signage be either adopted with or without modification, or not to proceed.**

12.6 Title: Event Application Policy

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Lucy Owen-Conway – Manager Place and Community Engagement</i>
<i>Legislation:</i>	<i>Health (Miscellaneous Provisions) Act 1911</i>

Overview

The Shire currently doesn't have a policy that considers the requirements for approval of public events held on private land and/or Shire-owned facilities and land. An Events Application Policy (Appendix ORD: 12.6A – Page 20 – Part 3) has been drafted for the Council's consideration, this report recommends that Council adopts the draft CP070 – *Event Application Policy* for the purposes of public advertising for a period of 21days.

Background

There is currently no established policy that considers the requirements for approval of public events held on private land and/or Shire-owned facilities and land we only have a procedure for event approvals, the Shire also does not have any dedicated sites in its parks and reserves for event bookings.

There are a number of statutory and compliance considerations for public events which are enforced by local government. It is important to note that in WA, there isn't any legislation that specifically applies to public events. However, it is well recognised that events are a land-use, involves a gathering of a small to large number of people, for a wide variety of purposes, and typically has some form of infrastructure being brought onto land. As such, there are potential land-use considerations both from a town planning perspective and a Local Government Properties Local Law considerations for events on Shire reserves. Furthermore, there are also Environmental Health and Public Health Act, and grounds maintenance and traffic management perspective considerations.

The Department of Health identifies local government as a key organisation with respect to events in that *'it is the only organisation that is involved with every event'*. The Department also identifies that Local Government has *'a number of statutory responsibilities under a variety of legislation with respect to events'*. Environmental Health departments across WA use the Department of Health *'Guideline for concerts, events and organised gatherings'* in the assessment of event applications. This document covers all the requirements of public safety, health and amenity considerations for public events. It only a guide however, the consequence for an event organiser for not following it is that they may cause a public health risk, which is a matter that is enforceable under the *Public Health Act 2016*.

The majority of local governments do not have a specific policy for processing and assessment of events. Instead events are typically managed by Community Development departments, or a dedicated Events Officer as a central point of contact (for applicants), with substantial input and involvement from Environmental Health departments. The assessment process is typically the product of corporate structure, work procedures, and strategic framework. The Shire has been successfully running its own events for a number of years, and for a much larger period ensured that public events held within the Shire have met the legislative requirements for public safety and amenity in line with the requirements of the *Health Act 1911* and the *Health (Public Buildings) Regulations 1992*.

The majority of South West regional local governments do not have dedicated event sites within public places for private event bookings. Typically they will take bookings on public places for the purpose of minimising conflicting events, to ensure sprinklers are turned off and there are no works scheduled etc, but they do not guarantee exclusive use of a public place. Historically, the Shire of Dardanup has managed bookings for private events such as wedding ceremonies in this way. A number of metropolitan councils and regional councils outside of the South West do offer sites within parks and reserves for

private event bookings. Typically there is a fee associated with bookings to mitigate the associated administrative costs.

The number of wedding bookings on Shire of Dardanup parks or reserves were six in 2018, nine in 2019, and one in 2020. Popular locations included Watson Reserve (5), Avon Gardens/Millers Creek (4), Cadell Park (2), and Eaton Foreshore (1). This doesn't take into account weddings that were conducted without notifying the Shire.

Legal Implications

Health (Miscellaneous Provisions) Act 1911
 Health (Public Buildings) Regulations 1992
 Local Planning Scheme No.3
 Building Act, 2011

Strategic Community Plan

Strategy 3.5.1 - To protect public health and safety. (Service Priority: High)

Strategy 2.6.1 - To provide a variety of places to live, work and play that meet the current and future needs of the community. (Service Priority: Very High)

Strategy 3.2.1 - To encourage social connectedness in our community through participation in positive social networks, interaction and events. (Service Priority: Very High)

Environment - None.

Precedents - None.

Budget Implications

To mitigate the cost of staff resources required to administer private event bookings at Shire parks and reserves it is recommended that a fee of \$179 is introduced. This fee is based on Council's adopted fees and charges which lists the officer charge rates for Health Officers and Rangers at \$107.27 and all other Officers at \$71.59. The income generated will be utilised to pay on-call wages for Rangers and Health Officers where a call-out is requested by an event organiser, and to account for the time taken by Parks Officers to erect signage and notices. The Chief Executive Officer will have discretion to waive the fee for not-for-profit or Shire-funded events under delegated authority.

The existing bond for events on Parks, Gardens and Reserves for small (\$500) and large (\$1,000) events will apply to bookings, as well as the key bond (\$40) where applicable.

The cost to procure temporary notice boards at event sites is estimated at \$34 each (plus GST). Additionally, fixed notice boards can be installed at key locations where there are existing facilities to affix them to, such as at the Eaton Foreshore. The estimated cost is \$500 each. See examples at (Appendix ORD: 12.6B – Page 23 – Part 3).

Therefore in the 2020/21 financial year there will be an unbudgeted financial impact on Council in the order of \$816 to procure the temporary signs plus approximately \$1500 for three fixed notice boards, however it is anticipated that this cost will be offset over time through the booking fee.

Budget – Whole of Life Cost - None.

Council Policy Compliance -

LP 090 - Community Engagement. Clause 2.7. (2) (b) Local Government Act, 1995.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.6C – Page 24 – Part 3) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Event application assessment Policy
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the inherent risk rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	Low (1 - 4)
Risk Category Assessed Against	Health Event applications not being properly assessed against health requirements, and the public safety, health and amenity being put at risk.
	Legal and Compliance The Shire found not meeting its implied legal responsibility and its duty of care in ensuring public health and safety at a public gathering.
	Reputational The Shire being seen as having an ad-hoc/ uncoordinated approach to event assessment.

Officer Comment

During the Shire’s organisational restructure the Place & Community section was moved into to the Sustainable Development Directorate. Consequently, the planning and operation of Shire-run public events, and the assessment and legislative enforcement of events, now fall under one directorate.

Given this amalgamation of functions and considering the gradual but certain growth of population, infrastructure and industry in the region, it is envisaged there will be a growing number of events held in the Shire as time progresses. Officers therefore determined it appropriate that the Shire considers the implementation of an Events Application Policy to provide a framework for the processing of events.

The objective of the proposed policy is to set a simple, easy-to-understand framework for the determination of when an event application is required, and the general framework under which event applications will be assessed. The policy also allows for the booking of Shire parks, reserves and facilities for private and public events with the intent to encourage events and the activation of public places within the Shire of Dardanup.

It is proposed that any public place can be booked for an event while aiming to maintain public access to at least 50% of a park or reserve. Fixed equipment such as playgrounds, BBQs, and the Jetty are not able to be booked with the exception of gazebos. Booking applications received will be approved or declined in consideration of the suitability of the site for example the length of the event and proximity of toilets, or the number of expected guests and parking available. Consultation with Officers will be encouraged to aid an event organiser in selecting a site suitable for the intended purpose.

It is proposed that a temporary notice board be erected at the event site in the days prior to the booking to notify the community of event bookings. The suggested approach is for a corflute sign mounted on a stake, which can be written on, is weather resistant, and can be easily temporarily installed. It is suggested that 24 boards be procured in the first instance. Additionally, fixed notice boards with a secure

lockable front can be installed at several key event locations, such as Eaton Foreshore. Bookings will also be published on the Shire website.

The Place and Community Team will administer event bookings and be the central liaison point of contact for the event organiser. Support will be provided from the Parks & Environment, Environmental Health, and Emergency & Ranger Services teams in preparing the site and ensuring the event complies with the Event Application Policy and relevant legislation. At present, however, Officers are not normally rostered to work on weekends with the exception for Rangers who respond as required to prescribed situations, meaning there is no provision for on-the-day event support. Additionally, it should be noted that Rangers are limited in their power to move people on with reliance on Police if required. Therefore while the site can be booked, the grounds maintained, and notices put up prior to the event only limited support will be available to event organisers at weekend events on an on-call basis.

In an effort to further encourage events and activations in the Shire of Dardanup it is suggested that Council Policy CP033 Traders on Shire Reserves and Road Verges be reviewed with a view to removing or reducing the requirements for traders' permits to be issued where an event permit has been approved.

A period of consultation is required to ascertain the community's level of support for this policy, with particular regard for the introduction of bookings on Shire parks and reserves. A community engagement plan will be developed in-line with the adopted community engagement framework.

If the policy is adopted, supporting documents *Shire of Dardanup Event Application Guidelines* and *Using Shire Parks and Reserves for Informal Events and Gatherings: Rules and Requirements* will be reviewed and consolidated to an easy-to-understand *Shire of Dardanup Event Guidelines* document designed to encourage and promote events within the Shire of Dardanup. The website content will also be reviewed with a view to promoting the Shire as being proactive in encouraging and supporting events.

The proposed Policy should be reviewed as required to keep in line with changes and updates to legislation, organisational objectives, and updates to government guidelines on events and event-related matters, as they occur.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Resolves to adopt Draft CP070 – Event Application Policy (as detailed below) for the purposes of public advertising.**



COUNCIL POLICY NO:-
CP070 -DRAFT EVENT APPLICATION POLICY

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION					
History:				Synopsis:	
Version:	New	OCM date	Res: ???/??	Synopsis:	Policy created.
Version:					

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

The objective of this policy is to support and encourage events in the Shire of Dardanup that benefit the community and meet the relevant objectives outlined in the Shire of Dardanup Strategic Community Plan 2018-2028; while ensuring events comply with relevant legislative and legal requirements for public safety, health and amenity.

3. SCOPE

This policy applies to events held fully or partially on Shire owned and managed waterways, roads, land and facilities; and privately owned or leased properties within the Shire of Dardanup.

The following events fall outside of the Policy and therefore do not require an event application:

- Social gatherings, being small groups (generally less than 75 people over the age of 16 years) partaking in recreational activities with no significant infrastructure or entertainment.
- Events held in a building or venue that is approved for the purpose of events, and the event is within the approval limitations.
- Event held on crown land, where the event is run by the State or Federal Government.
- Political events or protests. This activity requires application and approval in accordance with the Local Government Act 1986, and other relevant legislation as required.
- Activities for which a Stallholder’s Permit, Trader’s Permit, or Permit to Perform has been issued.

4. POLICY

4.1 Event Application Criteria

An event permit is usually required for events where one or more of the following apply:

- The event type and expected number of attendees exceed or is not consistent with the planning or health approval for the proposed venue.
- The event is for more than 75 people over the age of 16 years.
- The event is advertised.
- Event registration is required, or ticket sales occur.
- Preparation or sale of food or drinks, including liquor, to the public is to occur.
- Amusement rides, bouncy castles, animals, laser or fireworks displays are part of the event.

- Erection of tents and marquees larger than 50m², stages or other temporary structures is to occur.
- Use of drones, lighting towers, generators, cabling, switches, extension cords or other specialised equipment is to occur.
- Potential noise including music, use of amplified equipment, extraordinary vehicle noise.
- Trading in a public place is to occur (i.e. food vans, food stalls, market stalls, sales or hire of goods or wares)
- Liquor is being sold, supplied or consumed.
- A permit/approval/license issued by an external agency is required (e.g. permit for fireworks or pyrotechnics).
- Traffic management is required.
- Security, crowd control, first aid or other emergency services are engaged.
- The event could have a negative impact on the residents, community or the environment.
- The event could cause damage to Shire property or reserves.
- The activities proposed to be undertaken at the event have moderate to high level of risk to the public.

4.2 Events on Shire of Dardanup Parks, Reserves and Facilities

Event bookings can be made on Shire of Dardanup managed parks, reserves and facilities which are available to all events that promote the objectives of the Shire of Dardanup Strategic Community Plan.

Any park or reserve may be booked for an event; however, every endeavour should be made to ensure that at least 50% of the park or reserve remains available for use by the general public. Public facilities such as playgrounds, BBQs and the jetty cannot be booked exclusively, with the exception of gazebos.

The Shire will consider the appropriateness of the proposed venue for the purpose of the event when assessing a booking application. The booking applications for major events supported by the Shire will be given priority. Applications will be considered on a 'first-come, first-served' basis; in the event of two or more booking applications being received at the same time the Shire will prioritise the application of local individuals, groups, and organisations.

The Shire leases a number of its facilities to various groups and organisations, meaning those which are already leased may not be available for hire.

4.3 Application

An event permit application shall be made to the Shire on the prescribed form (Form 188) for any event meeting the criteria set-out under 4.1. of this Policy.

An event booking application shall be made on the prescribed form (Form 188A) for events on Shire of Dardanup managed parks and reserves. An event booking application shall be made on the prescribed form (Form 77) for events in Shire of Dardanup facilities.

Event applications and event bookings should be made at least eight (8) weeks prior to the proposed event date.

The Shire has the right to refuse and/or cancel any event applications for a range of issues, including but not limited to:

- The impact the event will have on the environment, residents and community.

- The impact the event will have on the Shire's reputation.
- The ability to meet all legislative requirements and to obtain all permits, licenses and approvals.
- The level of risk.
- The potential damages that could occur to the Shire's property.
- The potential conflict with other events or community use in that location.

4.4 Fees and Charges

The Shire shall determine all fees and charges for community facilities, parks and reserves on an annual basis and these shall be listed in the Schedule of Fees and Charges.

4.5 Responsibility

It is the responsibility of the event organiser to:

- organise an event that complies with all relevant legislation, is safe and does not have negative impacts on community or the environment;
- to obtain all relevant approvals/permits/licenses issued by the Shire of Dardanup and/or any other government department or regulatory body;
- adhere to any conditions set out in the Shire of Dardanup event permit, Conditions of Hire for Parks and Reserves, and any other government departments or regulatory bodies.

5. REFERENCE DOCUMENTS

- Shire of Dardanup Event Guidelines
- Shire of Dardanup Form 188 – Application Form Event
- Shire of Dardanup Form 188B – Application Form Park or Reserve
- Shire of Dardanup Form 77 – Application Form Facility Hire
- Shire of Dardanup CP044- Donations and Grants : Minor Community Events Assistance
- Shire of Dardanup AP015 – Casual Hirers Liability Insurance
- Shire of Dardanup 'Activities in Thoroughfares and Public Places and Trading Local Law'
- Shire of Dardanup 'Local Government Property Local Law 2007'
- Shire of Dardanup Strategic Community Plan 2018-2028
- Health (Miscellaneous Provisions) Act 1911
- Health (Public Buildings) Regulations 1992

2. Publicly advertises Draft CP070 – Event Application Policy for a period of 21 days.

3. Following the closure of the publicly advertising period, require an agenda item back to Council that details the submissions received during the advertising period and make a recommendation that Draft CP070 – Event Application Policy be either adopted with or without modifications, or not to proceed.

12.7 Title: Proposed Amendment to Current Grants and Donations Policy (CP044)

Reporting Department: Sustainable Development Directorate
Reporting Officer: Ms Melanie Ring – Place & Community Officer
Legislation: Local Government Act 1995

Overview

The current Council Policy (CP044) *Donations and Grants* (Appendix ORD: 12.7A – Page 25 – Part 3) was adopted by Council on 14 August 2019. It is requested that the policy be amended to include proposed changes in the current grant schemes available through the Shire’s grant funding (Community Grants – GL 1119504) and Minor Community Events Assistance (J08714).

Background

Currently CP044 covers four categories that financial support falls under; educational, community groups/organisations (Community Grants – minor and major), personal development and minor community event assistance. It is proposed that the current Community Grants scheme (Minor and Major) and Minor Community Events Assistance be amended and an additional grant scheme be introduced, Regional Events Assistance. These grant/funding opportunities will remain part of CP044.

The remaining funding schemes of CP044; Personal Development Grants and Education Grants (student citizenship awards) will be a new standalone Council policy. The two grants schemes should be kept in the same policy as they are both focussed on an individual, rather than a group.

Legal Implications - None.

Strategic Community Plan

Strategy 3.2.1 - Deliver a high level of Community Programmes & Services that encourages social connectedness, facilitates an accessible, inclusive environment for our diverse community. (Service Priority: Very High)

Strategy 3.3.1 - Promote and encourage volunteering within the Shire of Dardanup. (Service Priority: High)

Strategy 3.3.2 - Support volunteer groups within the Shire of Dardanup. (Service Priority: High)

Strategy 3.1.1 - To foster Creativity in the community through our public spaces and urban environment. (Service Priority: High)

Strategy 3.1.2 - Promote Creative Participation by supporting the development of opportunities for artists and creative minds. (Service Priority: High)

Strategy 4.2.1 - To be a visitor destination: Become a choice destination for tourists, visitors and our own residents. (Service Priority: Very High)

Environment - None.

Precedents - None.

Budget Implications

Budget allocations exist for the grants.

Grant	Number	FY	Funding	Comments
Community Grants	GL 1119504	20/21	\$49,880	
Minor Community Grants	J08714	20/21	\$25,000	
Education Grants	GL 0812001	20/21	\$1,350	Annual School Awards

Grant	Number	FY	Funding	Comments
PD Grants	GL 0817010	20/21	\$10,000	
Tourism & Events Grants	GL 1312501	20/21	\$25,000	Regional Events assistance

Budget – Whole of Life Cost - None.

Council Policy Compliance

Council policy CP044 was last reviewed and adopted by Council on 14 August, 2019.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.7B – Page 30 – Part 3) for full assessment document.

Tier 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Change to current Council Policy in relation to funding schemes available to the community.
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	Not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Council funds misused by grant recipient

Officer Comment

The Place & Community department has recently been restructured with a new focus. In order to align with the restructure, the proposed changes to the grants scheme available to the community requires some changes and a renaming of the CP044 to a more relevant policy title whilst removing the referral to donations.

It is proposed that the amended policies will allow the community members to;

- Activate their areas.
- Become community champions.
- Empower community groups to be proactive with a small financial kick start.
- Foster the distinctiveness of each place through activation by supporting the personalisation of their area.

In relation to the Regional Events Assistance, the introduction of a specific funding scheme is with the aim of promoting the region and becoming a choice destination for tourists, visitors and our own residents (Strategy 4.2.1). Up to \$10,000 will be available for quality, well-organised events with a regional attraction and held within the Shire of Dardanup.

It is proposed that the Personal Development and Education grants be removed from CP044 and a new policy be created to address these funding programs (Refer below recommendation New CP038 – Educational Donations & Personal Grants). These grants are separate to the intent of the community and event grants with a focus on individual development and recognition rather than community projects and events. Personal Development grants are available for eligible people to help promote the non-professional personal development of individuals in areas such as; music, sports, science, arts or cultural.

Education (school citizenship awards) are included as part of the annual budget and no application form is required.

Below is a comparison table of the current policy CP044 and the proposed changes to be in line with the new focus of the Place & Community department vision;

CURRENT POLICY	PROPOSED POLICY
<p>Community Grants Scheme</p> <p><u>Minor Community Grant</u></p> <ul style="list-style-type: none"> • Open for application twice a year. • Incorporated not for profit community groups and organisations eligible to apply. • Approval required by Council. • Funding available: \$0 - \$1,000. • No matching component. <p><u>Major Community Grant</u></p> <ul style="list-style-type: none"> • Open for application twice a year. • Incorporated not for profit community groups and organisations eligible to apply. • Approval required by Council. • Funding available: \$1,001- \$5,000. • 50% matching component required. 	<p>Community Grants Scheme (Refer below recommendation New CP044)</p> <p><u>Level 1: Quick Response Grant</u></p> <ul style="list-style-type: none"> • Open all year. • Total budget \$5,000 (GL 1119504). • Unincorporated groups and individuals eligible to apply however, the funds will be auspiced by the Shire of Dardanup on behalf of the successful applicant. • Funding available: \$0 - \$500. • Criteria is as per the policy (eligible and non-eligible items for funding). • No matching component required. • Assessed by Manager Place & Community Engagement and Director Sustainable Development. Final determination by Chief Executive Officer. <p><u>Level 2:</u></p> <ul style="list-style-type: none"> • Open for application twice a year. • Incorporated not for profit community groups and organisations eligible to apply. • Funds available: \$0 - \$1,000. • Criteria is as per the policy (eligible and non-eligible items for funding). • No matching component required. • Final approval by Council. <p><u>Level 3:</u></p> <ul style="list-style-type: none"> • Open for application twice a year. • Incorporated not for profit community groups and organisations eligible to apply. • Funds available: \$1,001 - \$5,000. • Criteria is as per the policy (eligible and non-eligible items for funding). • 50% matching component required from applicant. • Final approval by Council.
<p>Minor Community Events</p> <ul style="list-style-type: none"> • Open all year. • No maximum amount stipulated. • Final approval by Council. • Expected \$ contribution from applicant. • Incorporated not for profit community groups and organisations eligible to apply. 	<p>Community Events (Refer below recommendation New CP044)</p> <p><u>Level 1: Quick Response Grant</u></p> <ul style="list-style-type: none"> • Open all year. • Total budget \$5,000 (GL 1119504). • Unincorporated groups and individuals eligible to apply however, the funds will be auspiced by the Shire of Dardanup on behalf of the successful applicant • Funding available: \$0 - \$500.

CURRENT POLICY	PROPOSED POLICY
	<ul style="list-style-type: none"> • Criteria is as per the policy (eligible and non-eligible items for funding). • No matching component required. • Assessed by Manager Place & Community Engagement and Director Sustainable Development. Final determination by Chief Executive Officer. <p><u>Level 2:</u></p> <ul style="list-style-type: none"> • Open for application twice a year. • Incorporated not for profit community groups and organisations eligible to apply. • Funding available: \$0 - \$1,000. • Criteria is as per the policy (eligible and non-eligible items for funding). • No matching component required. • Final approval by Council. <p><u>Level 3:</u></p> <ul style="list-style-type: none"> • Open for application twice a year. • Incorporated not for profit community groups and organisations eligible to apply. • Funding available: \$1,001 - \$5,000. • Criteria is as per the policy (eligible and non-eligible items for funding). • 50% matching component required from applicant. • Funding approval by Council.
	<p>Regional Events Assistance (Refer below recommendation New CP044)</p> <ul style="list-style-type: none"> • Open all year. • Budget \$25,000 (GL 1312501). • Incorporated not for profit community groups and organisations eligible to apply. • Funding available: \$0 - \$10,000 • 50% matching component required from applicant. Eligible to apply for up to a maximum of 50% of project cost. • Final approval by Council.
<p>Professional Development and Educational Grants</p>	<p>Policy separated from Community and Events funding programs, no change proposed to policy wording</p>

The introduction of Level 1: Quick Response Grants, is aimed at attracting interest from smaller community groups/individuals to:

- Activate their places.
- Become community champions.
- Empowering community groups to be proactive with a small financial kick start.
- Foster the distinctiveness of each place through activation by supporting the personalisation of their area.

Unincorporated groups are encouraged to apply and the Shire will auspice the funds on their behalf. This will allow smaller groups and individuals to be proactive and involved in the activation of their area/community.

Regional Events assistance is a new grant opportunity to encourage events to be held within the Shire and attract visitors to the region. To be able to provide financial assistance to community groups, organisations and businesses who can demonstrate the capacity to run quality, well-organised events within the Shire of Dardanup.

Regional Event Grants are available for events held within the Shire of Dardanup that;

- Result in an economic impact to the Shire by way of increasing visitor numbers and expenditure;
- Attracts media coverage that raises the profile of the region as a tourist destination;
- Involves and inspires the local community;
- Improves the vibrancy and vitality of the Shire of Dardanup;
- Supports job creation; and
- Highlights and profiles the unique features of the place and/or Shire.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Amend the current Council Policy CP044 to include the new grant scheme levels, and retitle the policy to ‘Community and Event Grant’s.**
- 2. Remove the Personal Development Grants and Education Grants from CP044 to create a new standalone Council Policy document (CP038).**
- 3. Approve and adopt the amended CP044 ‘Community and Event Grants Policy’ as follows:**



POLICY NO:-
CP044 COMMUNITY & EVENT GRANTS POLICY

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION					
History:	1	DEV10	OCM:	Res:	Synopsis: Policy created.
			OCM: 10/05/12	Res:	Reviewed Policy Adopted
Version:	3	CP044	SCM 26/07/18	Res: 251-18	Synopsis: Reviewed and Adopted by Council
	4	CP044	OCM 14/08/19	Res: 243-19	Synopsis: Reviewed and Adopted by Council
	5	CP044	OCM 29/07/20	Res: ???-20	Synopsis: Amended and adopted by Council

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE AND OBJECTIVES

To provide financial support to not-for-profit community groups, organisations and individuals for projects and events that benefit the Shire of Dardanup community.

3. POLICY

The policy sets out the criteria for each category of financial support available. There are three (3) categories:

- Community Grants
- Community Event Grants
- Regional Event Grants

3.1 Community Grants

The Shire of Dardanup will make an annual allocation of funds in its budget to provide financial assistance to not-for-profit community groups, organisations and individuals that can demonstrate an association with the Shire.

Community grants are available for projects and activities within the Shire of Dardanup that;

- Foster the distinctiveness of places through the personalisation of community areas;
- Activate public places;
- Build the skills and capacity of the community;
- Leave a lasting positive impact on the community;
- Promote accessibility and inclusivity for all members of the community;
- Empower groups to be proactive in the community.

Funding falls into three levels: -

Level 1: Quick Response Community Grants (\$0 - \$500)

Funding of up to \$500 and a maximum 100% of the total project cost is available to unincorporated and incorporated not-for-profit community groups, organisations and individuals. Should an individual or unincorporated group be successful, the funds will be auspiced by the Shire of Dardanup on behalf of the successful applicant.

Level 1 grants will be open for application on an ongoing basis until the allocated funding has been exhausted.

Level 2: Community Grants (\$0 - \$1000)

Funding of up to \$1,000 and a maximum 100% of the total project cost will be available to not-for-profit incorporated community groups and organisations.

Level 2 grants will be open for application twice per year.

Level 3: Community Grants (\$1001 - \$5000)

Funding between \$1,001 to \$5,000 and a maximum 50% of the total project cost will be available to not-for-profit incorporated community groups and organisations. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation or confirmed funding or donations from other sources.

Level 3 grants will be open for application twice per year.

3.2 Community Event Grants

The Shire of Dardanup will make an allocation of funds in its budget to provide financial assistance to community groups, organisations and individuals who can demonstrate the capacity to run quality, well-organised events within the Shire of Dardanup.

Community event grants are available for free-to-attend events held within the Shire of Dardanup that benefit the community and activate places.

Funding falls into three levels: -

Level 1: Quick Response Minor Community Events (\$0 - \$500)

Funding of up to \$500 and a maximum 100% of the total event cost is available to unincorporated and incorporated not-for-profit community groups, organisations and individuals. Should an individual or unincorporated group be successful, the funds will be auspiced by the Shire of Dardanup on behalf of the successful applicant.

Level 1 grants will be open for application on an ongoing basis until the allocated funding has been exhausted.

Level 2: Community Event Grants (\$0 - \$1000)

Funding of up to \$1,000 and a maximum 100% of the total event cost will be available to not-for-profit incorporated community groups and organisations.

Level 2 grants will be open for application twice per year.

Level 3: Community Event Grants (\$1001 - \$5000)

Funding between \$1,001 to \$5,000 and a maximum 50% of the total event cost will be available to not-for-profit incorporated community groups and organisations. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation or confirmed funding or in-kind support from other sources.

Level 3 grants will be open for application twice per year.

3.3 Regional Event Grants

The Shire of Dardanup will make an allocation of funds in its budget to provide financial assistance to community groups, organisations and businesses who can demonstrate the capacity to run quality, well-organised events with a regional attraction within the Shire of Dardanup.

Regional Event Grants are available for events held within the Shire of Dardanup that;

- Results in an economic impact to the Shire by way of increasing visitor numbers and expenditure;
- Attracts media coverage that raises the profile of the region as a tourist destination;
- Involves and inspires the local community;
- Improves the vibrancy and vitality of the Shire of Dardanup;
- Supports job creation; and
- Highlights and profiles the unique features of the place and/or Shire.

Funding will be available up to \$10,000 per application and a maximum 50% of the total event cost. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation or confirmed funding or in-kind support from other sources.

Regional Events Assistance grants will be open for application on an ongoing basis until the allocated funding has been exhausted.

4. ELIGIBILITY

To be eligible to receive a grant from the Shire of Dardanup, the applicant must:

- Meet the criteria as detailed in items 3.1, 3.2, and 3.3 of this policy.
- Be based within the Shire of Dardanup, or the majority of members of the application organisation are residents of the Shire of Dardanup.
- Be a registered incorporated not-for-profit organisation; or for applicable categories as detailed in items 3.1 and 3.2 of this policy, be an unincorporated not-for-profit organisation or individual auspiced by an incorporated not-for-profit organisation or the Shire.
- Submit an application through the prescribed forms and within the timelines specified. No late applications will be accepted.
- Submit documented estimates of expenditure as part of the application
- Have all appropriate insurances.
- Carry out the activity within the financial year the grant is applied for; or for Regional Economic Grants within 18 months from approval of funding.
- Receive prior approval for any substantial changes to an application.

The following are eligible for funding:

- Promotion and advertising;
- Traffic management;

- Waste management;
- Security;
- Entertainment and talent fees;
- Facilitator fees;
- Venue hire;
- First aid;
- Portable toilets, public use only;
- Equipment purchase and hire;
- The purchase of capital equipment, materials, and equipment;
- Shire of Dardanup in-kind services on application. Any in-kind funding requested must be discussed with a council officer and is subject to availability and approval by the Chief Executive Officer.

Funding will not be available for the following:

- Salaries and wages;
- Ongoing operational expenses;
- Retrospective funding or items already ordered;
- Deficit funding – for organisations that are experiencing a shortfall in cash or revenue or anticipated revenue;
- State or Commonwealth Government Departments or Agencies, or profit-based business enterprises;
- Events that are not open for attendance by the general public;
- Prizes/Awards;
- Team uniforms;
- Personal travel;
- Activities that exclude or offend minority groups within the Shire of Dardanup;
- Activities that already receive Shire of Dardanup funding the same financial year;
- Applications that conflict with the Shire of Dardanup Strategic Community Plan.
- If a satisfactory acquittal has not been submitted for previously funded applicants no further grants will be made available to the applicant.

5. PROCEDURE/ASSESSMENT

5.1 Application Assessment Procedure

Applications will be assessed based on their merits however priority will be given to applicants who have not previously received funding.

Applications are required to demonstrate the benefits to the Shire of Dardanup community. Preference will be given to projects with demonstrated community support.

It is anticipated that funding will not be provided every year for the same event or project as organisers should aim to become financially self-sufficient in the medium to long term.

The application and assessment procedure is as follows:

- Applications must be made on the prescribed forms and within the timeframe specified.
- Applications for Community Grants (Level 1) and Community Events (Level 1) will be assessed by the Manager Place & Community Engagement and Director Sustainable Development and referred to the Chief Executive Officer for determination under the delegation of Council. Decision on applications will be made within 6 weeks of receiving application.
- Applications for Community Grants (Levels 2 & 3) and Community Events (Levels 2 & 3) will be assessed by the Manager Place & Community Engagement and referred to the Grants, Awards & Scholarships Committee for determination. All applications will be presented to Council for final approval. Approval process takes a minimum of six weeks.
- Applications for Regional Event Grants will be assessed by the Manager Place & Community Engagement and referred to Council for determination. Approval process takes a minimum of six weeks.
- All applicants will be notified in writing of the outcome of their application for Shire of Dardanup assistance.
- Decisions regarding funding applications are final and will not be reconsidered in that funding round.
- A Grant Acquittal (Form 116) and supporting documentation of your total expenditure must be submitted to the Shire of Dardanup, within three (3) months of the completion of the project.

4. Approve and adopt the newly created Council Policy CP038 'Educational Donations & Personal Development Grants Policy' as follows.



POLICY NO:-

CP038 – EDUCATIONAL DONATIONS & PERSONAL DEVELOPMENT GRANTS

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:			OCM:	Res:	Synopsis:	Policy created.
	1	DEV10	OCM: 10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	3	CP044	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
	4	CP044	OCM 14/08/19	Res: 243-19	Synopsis:	Reviewed and Adopted by Council
	5	CP038	OCM 29/07/20	Res: ???-20	Synopsis:	Amended and adopted by Council

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE AND OBJECTIVES

To provide positive financial support to not-for-profit community groups/organisations, educational institutions and individuals to assist with the development of their chosen interest within the Shire of Dardanup.

To provide financial support to such requests that meet the policy criteria (subject to budget constraints) and promote the Shire of Dardanup as a positive, supportive and caring community organisation.

3. POLICY

The policy sets out the criteria for each category of financial support available.

There are two (2) categories that financial support can fall into.

- Educational Grants
- Personal Development Grants

3.1 Educational:

The Shire of Dardanup will make an annual donation for a Citizenship Award to all schools located in the Shire of Dardanup, and also to the Australind Senior High School on the following basis:

Primary Schools: Awards to the value (as adopted in the annual budget)
Middle and High Schools: Awards to the value (as adopted in the annual budget)

An allowance for these funds will be included in the draft budget, and notification will be forwarded to the schools via a formal letter upon adoption of the budget.

No application form is required to be submitted; however a written request is required.

3.2 Personal Development:

The Shire of Dardanup will make an allocation of funds in its budget to promote the personal development (non-professional) of individuals that reside within the Shire of Dardanup. E.g. music, sports, arts, science, cultural or academic.

An allowance for these funds will be included in the annual budget.

All applications for Personal Development Grants, shall be made on the "Application form – Personal Development Grant" (Form 116).

- All applicants seeking financial assistance should reside within the Shire of Dardanup.
- To be eligible for the \$400 for State or National representation, a letter from the governing body advising of the applicant's selection must accompany the application form.
- The applicant should submit documented estimates of expenditure as part of the application (as per application form).

- The proposed development/representation must take place within three (3) months of funding being made available.
- Prior approval must be sought for any substantial change to the assistance request.
- Only one (1) application by an individual, for financial assistance per financial year will be considered.

This financial assistance is limited as follows:

- \$400 for State/National representation;
- Personal Development grants are available to all age groups;
- Funding is available for Music, Arts, Culture and Academic to attend Master classes in their chosen field interstate and or overseas.

Funding will not be available for the following:

- Entry fees into competitions or to attend competition events/functions;
- Purchase of personal equipment i.e. musical instruments, sporting equipment etc.;
- To attend pre-selection training/recruitment camps;
- Student exchange programs.

4. PROCEDURE

4.1 Assessment

Applications for Educational and Personal Development funding will be assessed by the Chief Executive Officer under the delegation of Council.

All applicants will be notified in writing of the outcome of their application for Shire of Dardanup assistance.

Decisions regarding funding applications are final and will not be reconsidered in that funding round.

12.8 Title: Adoption of Local Planning Policy CP129 – Development Assessment Unit

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Susan Oosthuizen - Director Sustainable Development</i>
<i>Legislation:</i>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i>

Overview

The Shire has had a long standing Development Assessment Unit (DAU) which has a function of assessing and considering applications for development approval, subdivision, issuing permits, licences and approvals, and other technical functions of the Shire. The purpose of the proposed Local Planning Policy (LPP) – CP129 – Development Assessment Unit (LPP CP129) is to outline the role and function, provide the guidelines and procedure to ensure applications are considered in a timely, transparent, and consistent manner.

At its Ordinary Council Meeting of 29 January 2020, Council resolved to adopt Local Planning Policy CP129 – Development Assessment Unit for the purposes of Public Advertising. LPP CP129 was publicly advertised for 21 days from 18 February – 13 March 2020, with no submissions being received.

The policy is now presented to Council for its consideration and formal adoption.

Background

The Shire established a DAU in 2006 to improve efficiency and streamline the processing and assessment of applications which are approved under delegated authority.

The role and function of the Shire's DAU is to:

1. Ensure development applications are assessed, considered and determined in a transparent, consistent and appropriate manner;
2. Ensure development applications are determined in a timely and efficient manner;
3. Ensure that the other technical functions of the Shire, inclusive of issuing permits, licences and approvals, are discussed at the DAU and/or referred to appropriate operational areas at the Shire prior to approval.

The advantage of the DAU is that all applications for development will be considered and assessed by the Shire's Technical Officers on a weekly basis. This structured approach to the management and consideration of applications provides more certainty to applicants.

A number of other approvals, licences and/or permits are issued by other operational areas at the Shire under relevant Legislation and Local Laws. Whilst the DAU does not determine such items, these matters are discussed at DAU meetings to ensure the appropriate consideration and comments across the Shire's technical areas are taken into account before determination.

It should be noted that the DAU does not determine applications but makes a recommendation to the delegated Officer, or the Council in determining the application. Determination of applications are made in accordance with the Delegation Register or by Council if required.

To ensure that such applications are assessed, considered and determined in a timely and efficient manner LPP CP129 outlines the role and function, and provides the guidelines and procedures, under which the Shire's DAU operates.

Legal Implications*Planning and Development (Local Planning Schemes) Regulations 2015*Strategic Community Plan

Strategy 1.4.2 - Maintain, review and ensure relevance of Council's policies and local laws. (Service Priority: Moderate)

Environment - None.

Precedents - None.

Budget Implications

The preparation of local planning policy was undertaken within the Shire's existing budget. There will be a small cost associated with publicly advertising the local planning policy in newspapers circulating the district.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.8 – Page 31 – Part 3) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Local Planning Policy – CP129 – Development Assessment Unit
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational The Local Planning Policy CP129 has been prepared to outline the role and function of the Shire's Development Assessment Unit. The Policy carries a reputational risk as it deals with the Shire's processes and procedures when dealing within certain applications.

Officer Comment

LPP CP129 has been prepared to outline the role and function, and provides the guidelines and procedures, under which the Shire's DAU operates. Additionally, the policy outlines the Shire's procedures for dealing with certain application types.

LPP CP129 outlines the function and application types which the DAU should consider. The DAU shall deal with those applications, licences and/or permits which are able to be processed under delegated authority as set out in the Shire's Delegation Register. These matters include, but are not limited to, the following:

- Development Applications;
- Modification of Development Standards;
- Subdivision Applications;
- Subdivision Clearances;
- Detailed Area Plans;
- Structure Plans;
- Building Envelope Variations;
- Removal of indigenous trees or substantial vegetation;
- Liquor Licence Applications (Section 39 and 40);
- Public Works Planning Applications;
- SAT Appeals;
- Local Planning Scheme Amendments;
- Compliance Matters;
- Reserves; and
- Building Licence or other permit applications which warrant being drawn to the attention of DAU.

The DAU should also act as a forum for discussion on planning, compliance, environmental, health, building, subdivision or development related matters. It is intended that matters which are outside the scope of delegated authority will still be assessed and considered by the DAU, with the recommendation of the DAU being included in the Officers report/agenda item to Council for its consideration.

The Local Law Licences, however is referred to the DAU for consideration if it requires a multi-disciplinary input, whilst all event applications are considered and processed through the Events Assessment Meeting.

In addition to the above, LPP CP129 outlines the development application process which is to be followed by the Shire's Planning Staff. The purpose of the development application procedure is to have a clearly defined and documented process in which the Shire can refer to when dealing with applications for development approval. The development application process within LPP CP129 provides a clear, consistent and transparent process for which all development applications will be assessed. In this regard, the process provides for certainty in the assessment processes of the Shire for both internal staff and external customers.

Shire Officers have prepared LPP CP129 to provide a clear and consistent approach for the operation of the Shire's DAU and the processing of development applications received for assessment.

- *Advertising*

Council officers presented LPP CP129 to Council for its consideration at its Ordinary Council Meeting of 29 January 2020 for the purpose of adoption for public advertising. LPP CP129 was publicly advertised for 21 days from 18 February – 13 March 2020. No submissions were received in regards to the policy and as such it is presented to Council for its consideration and formal adoption without modification.

Council Role - Legislative.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

- 1. Resolves to adopt Local Planning Policy (LPP) CP129 – Development Assessment Unit without modification and as provided below, pursuant to Schedule 2, Part 2, Division 2, Clause 4(3)(b)(i) of the Planning and Development (Local Planning Scheme) Regulations 2015.**



LOCAL PLANNING POLICY NO:- CP129

LOCAL PLANNING POLICY – DRAFT DEVELOPMENT ASSESSMENT UNIT
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GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION					
History:					
Version:	1	New	OCM 29/07/2020	Res: ?-??	Synopsis: Policy Created

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

The purpose of this Local Planning Policy is to provide the guidelines, procedure and processes under which the Shire's Development Assessment Unit (DAU) operates.

The role and function of the Shire's DAU is to:

1. Ensure development applications are assessed, considered and determined in a timely, transparent, consistent and appropriate manner;
2. Ensure other applications (if required, including subdivision referrals, scheme amendments and structure plans) are considered in a timely, transparent, consistent and appropriate manner.
3. Ensure that other permits, licences and approvals issued by other operational areas of the Shire are discussed and/or referred to appropriate operational areas at the Shire prior to approval.

3. DEFINITIONS**Development Assessment Unit:**

The working group of Shire technical officers tasked with ensuring that applications receive relevant input, in order to assist the assessing planning officer to undertake their assessment in accordance with the local planning scheme and determinations in accordance with the assigned delegations.

4. BACKGROUND

The delegated powers and duties of Council to the Chief Executive Officer are listed in the Shire of Dardanup Delegations Register. Delegations are exercised in accordance with delegation granted in Sections 5.42 and 5.44 of the *Local Government Act 1995* and other statutes as applicable to specified officers.

To ensure an efficient and effective process, this policy provides guidance to the membership, scope and function of the DAU. This is to ensure applications are considered in a timely and efficient manner, in accordance with the assigned delegations.

A number of other approvals, licences and/or permits are issued by other operational areas at the Shire under the relevant Local Laws and Regulations. Such matters may be listed for discussion to ensure that appropriate technical input across the Shire's operational areas are taken into account by the assessing planning officer.

The DAU does not make determinations on applications but provides relevant comments for the assessing planning officer to take into account as part of their assessment under the prevailing local planning scheme.

Determination is in accordance with the delegated powers listed in the Delegations Register or by Council if delegation criteria are not met.

The Shire will also advise Council of the development applications received via the Information Bulletin. All delegated determinations are also advised to Council via the register of delegated decisions in the Information Bulletin.

Status

- (a) **Relationship to the local planning scheme:**
This is a Local Planning Policy prepared in accordance with the Deemed Provisions of the prevailing local planning scheme.
- (b) **Relationship to other documents:**
This policy has due regard for, and should be read in conjunction with State Planning Policies, the Shire Local Planning Policies and other legislative documents.

5. PROCEDURES

5.1 Membership

Chairperson	Manager Development Services
Deputy Chairperson	Principal Planning Officer
Statutory Planning	Assessing Planning Officer to present their application
Representative from Building Services	Principal Building Surveyor
Representatives from Engineering Services	Manager Assets
Representatives from Health Services	Principal Environmental Health Officer
Representatives from Emergency Services	Coordinator Emergency Services and Rangers
Representative from Compliance	Statutory Enforcement Officer
Governance / Administration	Staff for minute taking purposes

5.2 Pre-lodgement Processes

The Shire encourages applicants to engage in pre-lodgement discussions on applications. This is intended to:

- Discuss basic considerations such as zoning, land use permissibility, development standards, policy requirements and associated considerations;
- Identify key matters to be addressed as part of a formal application;
- Identify and explore potential issues, and discuss what applicants can do as part of their application to best address these issues (for example undertaking studies on traffic, noise and stormwater management); and
- Suggest potential opportunities that applicants may wish to consider.

The pre-lodgement process is intended to assist with the timely assessment of formal applications. Pre-lodgement processes occur on a without prejudice basis, and are offered free of charge to applicants.

5.3 Applications not Required to be Presented at the DAU

Applications determined as 'Low Risk' are not required to be presented to DAU. This will be determined by the Principal Planning Officer on allocation. Statutory Planning Officers may however opt to discuss any application at the DAU, provided that this does not impact on the target timeframes for the 'Low Risk' application at their discretion.

Low Risk development applications, not required to be presented at DAU include, but are not limited to, the following:

- Single residential/incidental development;
- Signage;
- Minor amendments to already approved development; and
- Sheds, rainwater tanks and incidental development in the 'Rural' zone for the purposes of a 'rural use'.

5.4 DAU Process

The DAU meets every Wednesday commencing at 8:30am, this may only be varied by the Chairperson / Deputy Chairperson for operational reasons.

At the DAU, the assessing planning officer will present the details of the proposal and specifically address the following matters:

- Zoning
- Existing land use;
- Description of proposal;
- Key issues; and
- Initial comments on the proposal.

Officers from other departments will have the opportunity to make comments on aspects of the proposal relating to their service area and advise if any further technical information should be provided. The decision of whether any further information shall be requested ultimately rests with the Chairperson. The Shire can only request information where there is such a requirement specified under Clause 63 of the Deemed Provisions. Formal comments are to be made in writing through the internal referral process.

5.5 Authority

The DAU shall deal with those applications, licences and/or permits which are able to be processed under delegated authority as set out in the Shire's Delegations Register. These matters include, but are not limited to, the following:

- Development Applications;
- Modification of Development Standards;
- Subdivision Applications;
- Subdivision Clearances;
- Local Development Plans;
- Structure Plans;
- Building Envelope Variations;
- Removal of indigenous trees or substantial vegetation;
- Liquor Licence Applications (Section 39 and 40);
- Public Works Planning Applications;
- SAT Appeals;
- Local Planning Scheme Amendments;
- Reserves; and
- Building Licence or other permit applications which warrant being drawn to the attention of DAU.

The DAU shall also act as a forum for discussion on planning, compliance, environmental, health, building or development related matters.

Matters which are outside the scope of delegated authority may still be assessed and considered by the DAU, with the recommendation of the DAU being included in the Officers report / agenda item to Council for its consideration.

5.6 Agendas and Minutes

Governance / Administration support shall be responsible for the preparation of Meeting Agendas and Minutes for the applications or matters considered by the DAU.

A call for agenda items shall occur on the Friday preceding the DAU meeting with the cut-off for items being midday Monday prior to the DAU meeting. The agenda is to be circulated to DAU members no later than midday Tuesday prior to the DAU meeting.

Late items received after the agenda cut-off will be considered based on the nature of the item and the urgency for DAU's consideration. The Agenda shall be prepared using the Shire's DAU Agenda / Minutes Template.

The Agenda / Minutes shall contain the following information:

- Subject; (Agenda & Minutes)
- Location; (Agenda & Minutes)
- Applicant; (Agenda & Minutes)
- DA/File Number; (Agenda & Minutes)
- DAU recommendation; (Minutes)
- Applicable Conditions; (Minutes)

The recommendations are required to be forwarded to the Chairperson/Deputy Chairperson for authorisation. The DAU meeting minutes shall accurately state the recommendations made at that DAU meeting of the respective delegated Officer. The minutes of the DAU shall be presented to Council via the register of delegated decisions in the Information Bulletin as the Delegations exercised, and therefore will fulfil the role of the Delegations Register in accordance with Regulation 19 or the *Local Government (Administration) Regulations 1996*.

6. DEVELOPMENT ASSESSMENT UNIT PROCESSES

6.1 Application – Advertising not Required

- 6.1.1 When an application is received, it is checked upon receipt to ensure that all the required information has been submitted in accordance with the Local Planning Policy/Checklist and fees have been paid. An application is not considered as lodged until the fees are paid and the application form has been signed by all landowners.
- 6.1.2 The application is recorded and date stamped, and Governance Officers (within 2 days from lodgement date):
- i) Registers the application in TARDIS;
 - ii) Lists it as a new application received on the agenda for the next DAU; and
 - iii) Arranges internal referral (when required) to other departments.
- 6.1.3 The application is referred to the Principal Planning Officer who assigns the application to an Officer.
- 6.1.4 Internal referral (to be completed within 14 days from lodgement date) enables other departments to provide technical opinion in relation to their relevant field of expertise, request further information and/or advise of necessary conditions/advice notes.
- 6.1.5 The Planning Officer undertakes technical assessment within 21 days from the lodgement date to determine if any additional information is required and to confirm if the application requires advertising in accordance with the Deemed Provisions or any adopted Local Planning Policy.
- 6.1.6 Within 21 days from the lodgement date, the application is brought to DAU to:
- i) Determine whether further information is required. If so, the applicant is notified in writing, specifying the type and form of the information to be submitted and requesting that such information be provided within 21 days of the date of the correspondence unless the type of information warrants more time;

- ii) The applicant may request that the application is placed on 'hold' until the further information is obtained. The application can be kept on hold for up to two months (or further time as agreed upon by the Chairperson).

6.1.7 Once the additional information has been received and considered sufficient, the Officer finalises the assessment which includes the recommendation and all conditions. The application is then listed at the next possible DAU or if the application is considered minor, the Manager Development Services may determine the application without it being presented back to DAU. Where delegations do not allow for a delegated decision, applications will be referred to an Ordinary Council Meeting or Joint Development Assessment Panel.

6.1.8 Relevant Officer signs technical assessment and Notice of Determination.

6.2 Application – Advertising Required

6.2.1 When an application is received, it is checked upon receipt to ensure that all the required information has been submitted in accordance with the Local Planning Policy/Checklist and fees have been paid. An application is not considered as lodged until the fees are paid and the application form has been signed by all landowners.

6.2.2 The application is recorded and date stamped, and Planning Administration (within 2 days from lodgement date):

- i) Registers the application on TARDIS;
- ii) Lists it as a new application received on the agenda for the next DAU; and
- iii) Arranges internal referral (when required) to other departments.

6.2.3 The application is referred to the Principal Planning Officer who assigns the application to an Officer.

6.2.4 Internal referral (to be completed within 14 days from lodgement date) enables other departments to provide technical opinion in relation to their relevant field of expertise, request further information and/or advise of necessary conditions/advice notes.

6.2.5 The Planning Officer undertakes technical assessment within 21 days from the lodgement date to determine if any additional information is required and to confirm that the application requires advertising in accordance with the Deemed Provisions or any adopted Local Planning Policy.

6.2.6 Within 21 days from the lodgement date, the application is brought to DAU for determination of whether:

- i) Further information is required. If so the applicant is notified in writing, specifying the type and form of the information to be submitted and requesting that such information be provided within 21 days of the date of the correspondence unless the type of information warrants more time;
- ii) The applicant may request that the application is placed on 'hold' until the further information is obtained. The application can be kept on hold for up to two months (or further time as agreed upon by Chairperson).
- iii) The application requires advertising. Once all relevant information has been received and is deemed appropriate and complete, advertising will occur;
- iv) Notwithstanding Clause 64 of the Deemed Provisions, advertising shall be carried out for a period of no less than 14 days or 42 days for Agencies. Upon conclusion of the advertising period, the Planning Officer is to assess the submissions and:
 - a) If necessary, based on submissions received, request further clarification from the applicant, and where appropriate the applicant may be required to respond or address matters raised by submitters;
 - b) Internal departments are to prepare additional advice and propose conditions based on the further information and submissions received; and
 - c) The Planning Officer re-assesses the application and prepares an assessment which includes a recommendation and all conditions proposed.

- d) If needed, a schedule of submissions to be forwarded to the applicant and comment requested to be provided within 5 working days, or applicant need to agree to an extension of time for the assessment of the proposal.

6.2.7 The application is listed at the next possible DAU with a recommendation for determination to be included in the minutes. Where delegations do not allow for a delegated decision, applications will be referred to an Ordinary Council meeting or Joint Development Assessment Panel.

6.2.8 Relevant Officer signs technical assessment and Notice of Determination.

6.3 Referral to Council

6.3.1 Where referral to Council is required, a report will be prepared and presented to Council at the next available Council meeting once all relevant information has been obtained.

6.3.2 All submitters are notified that the application will be presented to Council, at the time the Council meeting agenda is published, and that they are able to make a deputation in this regard.

6.3.3 The Council meeting minutes are to be published on the Shire’s website.

6.3.4 The Notice of Determination is issued in accordance with the Council resolution and any submitters are notified of the decisions soon as practicable after the Ordinary Council meeting.

7. REFERENCES

Name of Policy	Local Planning Policy CP129- Development Assessment Unit
Previous Policy	N/A
Date of Adoption and Resolution Number	
Review Dates and Resolution Numbers	
Next Review Date	
Related Documents	<p>Acts / Regulations <i>Local Government Act 1995</i> <i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i></p> <p>Plans / Strategies Strategic Community Plan 2018 – 2028</p> <p>Policies</p> <p>Delegations</p> <p>Work Procedures</p>

- 2. Authorises staff to publish a notice in a newspaper circulating the district advising the public of the adoption of LPP CP129 - Development Assessment Unit pursuant to Schedule 2, Part 2, Division 2, Clause 4(4) of the Planning and Development (Local Planning Scheme) Regulations 2015.**

12.9 Title: Draft Local Planning Scheme No 9

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Susan Oosthuizen - Director Sustainable Development</i>
<i>Legislation:</i>	<i>Planning and Development Act 2005</i>

Overview

The purpose of this report is for Council to consider the Shire of Dardanup draft Local Planning Scheme No 9 (LPS9) in terms of Part 4 Division 2 Regulation 21 (1) of the *Planning and Development (Local Schemes) Regulations 2015* (the Regulations). Officers recommend that Council resolve to proceed to advertise the draft LPS9 without modification.

Background

The Shire of Dardanup Local Planning Scheme No. 3 (LPS3) gazetted in 1979, has provided statutory land use and development provisions for the Shire for 40 years. LPS3 has seen almost 195 amendments and is not consistent with the model provisions for local planning schemes contained within Schedule 1 of the *Regulations 2015*. Additionally, Part 6 Division 1 Regulation 65 of the *Regulations* requires local governments within a local planning scheme gazetted more than 5 years before the commencement of the *Regulations* in 2015, to carry out a review of the local planning scheme which had to be completed by 2017.

As the Scheme was gazetted in 1979, the Shire is required to carry out a review of LPS3. The preparation of a new local planning scheme is therefore essential to comply with the Regulations and to ensure the Shire's statutory land use and development provisions are current best practice. It will be replaced by a new scheme, to be referred to as Local Planning Scheme No. 9 (LPS9) and will apply to all land contained within the Shire of Dardanup, as attached in (Appendix ORD: 12.9A– Refer Part 4).

At its Ordinary Council Meeting held on 13 September 2013, Council initiated the preparation of a new planning scheme for the Shire of Dardanup area. Since this Council resolution, Officers have prepared a draft LPS9 for the Shire.

Legal Implications

- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015
- Environmental Protection Act 1986

Strategic Community Plan

Strategy 1.1.1 - To be equitable, inclusive and transparent in decision making. (Service Priority: High)
 Strategy 2.3.1 - Continue to implement integrated environmental, social and land use planning which meets diverse community needs. (Service Priority: Very High)
 Strategy 2.6.1 - To provide a variety of places to live, work and play that meet the current and future needs of the community. (Service Priority: Very High)
 Strategy 4.3.2 - To provide adequate commercial and industrial land to meet the future needs of industry. (Service Priority: Very High)

Environment - None.

Precedents

At its Ordinary Council Meeting held on 13 September 2013, Council resolved to [RES]:

1. Pursuant to Part 4, Division 1, Regulation 19 (1) of the Planning and Development (Local Planning Schemes) Regulations 2015, resolves to prepare a local planning scheme, to be referred to as Town Planning Scheme No. 9, which will be applicable to all land within the Shire of Dardanup boundaries.
2. Pursuant to Part 4, Division 1, Regulation 20 (1) of the Planning and Development (Local Planning Schemes) Regulations 2015, undertakes the following notifications of Council's resolution to prepare a local planning scheme:
 - a) Notice to be published in a form approved by the Western Australian Planning Commission in a newspaper circulating in the district of the local government.
 - b) Copy of the published notice to be provided to:
 - (i) each local government authority adjoining the Shire of Dardanup;
 - (ii) each licensee under the Water Services Act 2012 likely to be affected;
 - (iii) the public authority responsible for administering the Conservation and Land Management Act 1984;
 - (iv) any other public authority likely to be affected by the Scheme.
3. Pursuant to Part 4, Division 1, Regulation 20 (2) the notification of Council's resolution shall provide the notified body or person with a 21 day period in which to make submissions in writing setting out any recommendations in respect of Council's resolution.

Budget Implications

Should the Council consider it appropriate to schedule Community Engagement Workshops beyond what is required by the public advertising of the draft LPS9 under the Regulations, 2015 there will be workshop and advertising costs incurred during the public notification process.

Budget – Whole of Life Cost - None.

Council Policy Compliance - Community Engagement CP090

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.9B – Page 33 – Part 3) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	That Council do not resolve to proceed to advertise LPS9
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Non-compliance with significant regulatory requirements imposed -

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
	Minister for Planning may support a generic Model Scheme to replace LPS3.
Financial	May affect the determination of the future rates base, if Council does not proceed with advertising LPS9.

Officer Comment

- *Statutory Environment*

Under Part 5 Division 3 Section 81 of the *Planning and Development Act 2005*, local planning schemes adopted by a local government are required to be referred to the Environmental Protection Authority (EPA). When a local planning scheme is referred to the EPA, the EPA decides under section 48A of the *Environmental Protection Act 1986* whether or not the local planning scheme is required to be assessed under Part 4 Division 3 of the *Environmental Protections Act 1986*. The Shire will refer draft LPS9 to the EPA should Council resolve to proceed to advertise the draft LPS9.

On the completion of a draft local planning scheme, the local government is required to make a resolution to proceed to advertise the draft planning scheme with or without modifications, or not proceed to advertise the draft local planning scheme, pursuant to Part 4 Division 2 Regulation 21(1) of the Regulations. The 3 options and its implications are outlined below:

Option 1 - Resolve to proceed to advertise the draft LPS9 without modification.

Implication – This option would result in Council supporting the progression of draft LPS9 to the public advertising stage, as contained in the attachments to this report. The draft LPS9 would be submitted to the WAPC without modification to seek approval for advertising. The advertising of draft LPS9 could result in submissions objecting to the draft documents from the community.

Option 2 – Resolve to proceed to advertise the drafts LPS9 with modifications.

Implication – This option allows the Council to support the progression of the draft LPS9 to the public advertising stage, though modifications to be undertaken prior to the draft LPS9 being submitted to the WAPC to seek approval for advertising. The advertising could result in submissions objecting to the draft documents form the community.

Option 3 – Resolve to not proceed to advertise the drafts LPS9.

Implication – This option would mean that the drafts LPS9 would not progress any further. This would result in non-compliance with Regulations and the Shire would continue to have an outdated statutory land-use planning and development framework.

Should the Council resolve to proceed to advertise the draft LPS9, the Shire is required to submit this resolution and the draft local planning scheme to the WAPC. The WAPC will determine if the draft LPS9 is suitable for advertising within a period of 90 days or such longer period as the Minister or an authorised person allows. This report provides the Council with the opportunity to make a resolution under Part 4 Division 2 regulation 21 (1) of the *Regulations 2015*, in respect of the Shire’s draft LPS9.

- *Local Planning Scheme No 9*

A Local planning scheme is prepared with the objective of making suitable provisions for the improvement, development and use of land within the local planning scheme area. Local planning schemes provide a statutory mechanism for the control of land use and development to implement the local planning strategy. Matters addressed by local planning schemes includes the aims of the scheme, the zoning and reservation of land, the permissibility of land uses, general development requirements and special control areas.

A local planning scheme is comprised of the scheme text, the scheme maps and the Deemed Provisions set out under Schedule 2 of the *Regulations, 2015*. The draft LPS9 has been drafted in accordance with model scheme text outlined in *Regulations, 2015*.

The LPS9 has been peer reviewed by Taylor Burrell Burnett (TBB) to:

- Confirm the draft LPS9 was in accordance with the Model Scheme Text and best practice standards.
- Review of housing opportunities within the urban and town site areas of Eaton, Millbridge, Dardanup and Burekup.
- Review of residential intensification opportunities within the walkable catchment areas of Eaton Fair Shopping Centre and additional use considerations.
- Preparation of a Heritage List based on the Shire's Municipal Heritage Inventory.

The outcome of the Peer Review, please refer to (Appendix ORD: 12.9C – Page 34 – Part 3) for full report was:

- Model Scheme Text (MST) changes:
 - Zoning Objectives and naming was reviewed and modified where appropriate.
 - Scheme Clauses reformatted to align with format of MST.
 - Removed some clauses that were restrictive and non-essential to be shifted into provisions in Local Planning Policies.

TBB also assisted in undertaking a review to include a 'Tourism Encouragement Area' (Appendix ORD: 12.9D – Page 74 – Part 3) within the draft LPS9. The review was requested to include:

- Recommendations for provisions to be included within LPS9 applicable to a Special Control Area.
- Review of the land use zones applicable to the Tourism Encouragement Area and the appropriateness in encouraging tourism-based uses.
- Review of the Scheme development standards and their potential to conflict with the Tourism Encouragement Area.
- Review of the methods employed by similar local governments in encouraging tourism.
- Recommendations with respect to other actions that the Shire may further consider to encourage tourism.

It is proposed to make use of a Special Control Area which is considered the best approach to the identification of statutory measures to facilitate tourism development. This allows the inclusion of additional objectives, use permissibility and development standards over and above the standard zoning provisions in recognition of the over-arching vision for the area. A 'Special Control Area 9' has been included in the draft LPS9 with provisions to encourage tourism-based uses, please refer to (Appendix ORD: 12.9D – Page 74 – Part 3) for the full report.

The Shire also appointed Urbaqua to provide technical advice, coordinate stakeholder and community input on a proposal to include a Waste Disposal/Processing Precinct as a Special Use

Zone (SU) within the draft LPS9 as identified in the Shire's adopted Local Planning Strategy. An intensive community and stakeholder engagement process was conducted during June/July 2020 to understand the communities concerns and the stakeholder expectations which included affected landowners, operators and State Government departments.

The outcome of the engagement is to proceed with 'Special Use Zone 1' with specific provisions for each land parcel. These provisions has been included into draft LPS9 and should it be supported by the Council and the WAPC it will provide more control in assessing future land use and development within the SU1, as the current LPS3 has no such provisions which makes it harder for the Shire officers to mandate conditions to minimise community and environmental impacts. A copy of the summary Urbaqua report is at (Appendix ORD: 12.9E– Page 96 – Part 3).

- *Conclusion*

The Shire's current local planning scheme has been in effect for 40 years and is not consistent with the model provisions contained in Regulations, 2015. Officers have prepared the draft LPS9 to comply with the Regulations, 2015 and recommend to Council to resolve to proceed with Option1 – to proceed to advertise the draft LPS9 without modifications.

Council Role - Legislative.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. Pursuant to Part 4 Divisions 2 Regulation 21 (1) of the Planning and Development (Local Schemes) Regulations 2015, resolve to proceed to advertise the draft Shire of Dardanup Local Planning Scheme No. 9 without modification as contained within (Appendix ORD: 12.9A).
2. Pursuant to Part 4 Divisions 2 Regulation 21 (1) of the Planning and Development (Local Schemes) Regulations 2015, submit two copies of the draft Shire of Dardanup Local Planning Scheme No. 9 to the Western Australian Planning Commission.
3. Pursuant to Part 5 Division 3 Section 81 of the *Planning and Development Act 2005*, refer the draft Shire of Dardanup Local Planning Scheme No.9 (Appendix ORD: 12.9A) to the Environmental Protection Authority by giving:
 - a) Written notice of that resolution; and
 - b) Such written information about the local planning scheme as is sufficient to enable the Environmental Protection Authority to comply with Section 48A of the *Environmental Protection Act 1986* in relation to the local planning scheme.
4. Authorise the Chief Executive Officer and Director Sustainable Development to make grammatical and/or minor changes to maps as may be required.

12.10 Title: Local Law Review

Reporting Department:	Corporate & Governance Directorate
Reporting Officer:	Ms Cathy Lee - Manager Governance & HR
Legislation:	Local Government Act 1995

Overview

Council to determine (by absolute majority) whether or not it considers that the Local Laws should remain unchanged, be repealed, amended or repealed and remade in accordance with S3.16 of the Local Government Act 1995.

Background

Section 3.16 of the Local Government Act requires periodic reviews of Local Laws. A Local Government is to carry out a review of a Local Law to determine whether or not it considers that it should remain unchanged, be repealed or amended. The review is to be conducted within 8 years from the day each Local Law commenced, or from when a report of a review of the Local Law was accepted under s3.16.

Council resolved [03-20] at its meeting held 29 January 2020 to:

- “1. Council advertise the review of the following local laws in accordance with s3.16 (2) of the Local Government Act 1995:
 - ~ Dust Control Local Law 2011;
 - ~ Health Local Laws 2000;
 - ~ Bush Fire Brigades Local Law;
 - ~ Local government Property Local Law 2007; and
 - ~ Activities in Thoroughfares and Public Places and Trading Local Law 2007.
2. A report be submitted to Council following the advertising period of six weeks so that Council can determine whether or not the local law should be repealed or amended.”

The public notice was published in the South Western Times on 14 May 2020. Submissions closed on 26 June 2020. Copies of the local laws being reviewed and the public notice were made available on the Council’s website, at the Shire of Dardanup offices and libraries in Eaton and Dardanup and the Eaton Recreation Centre.

Legal Implications

Local Government Act 1995 - S3.16. Periodic review of local laws:

- (1) *Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.*
- (2) *The local government is to give local public notice stating that —*
 - (a) *the local government proposes to review the local law; and*
 - (b) *a copy of the local law may be inspected or obtained at any place specified in the notice;*
and
 - (c) *submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.*

[(2a) deleted]

- (3) *After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.*
- (4) *When its council has considered the report, the local government may determine* whether or not it considers that the local law should be repealed or amended.*

* Absolute majority required.

Strategic Community Plan

Strategy 1.1.2 - Monitor and ensure compliance with the regulatory framework for local government governance and operations. (Service Priority: High)

Strategy 1.1.3 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

Strategy 1.4.2 - Maintain, review and ensure relevance of Council's policies and local laws. (Service Priority: Moderate)

Environment - None.

Precedents

The Shire of Dardanup Local Laws were last reviewed in 2013.

Budget Implications

Costs associated with the review will be advertising and gazettal of the reviewed local laws. There is provision within the budget for advertising and no additional costs will be applied to the budget.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.10A – Page 125 – Part 3) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Periodical Review of Local Laws
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Failing to review in the 8 yearly cycle as stipulated in S3.16 of Local Government Act 1995.
	Reputational Council would be seen in a negative light if we failed in our legislative requirements.

Officer Comment

As a Local Law Review has not taken place for 7 years and that there have been significant legislative, sector and organisational changes it is considered appropriate that the Local Laws are amended to reflect better practice and current circumstances as guided by legislation and sector advice to meet our individual community needs. The following information is provided for Council consideration in relation to each of the local laws advertised:

Local Law Name:	Dust Control Local Law 2011
Submissions Received:	No public submissions.
Staff Comments:	Staff have noted minor amendments required to the local law – refer to (Appendix ORD: 12.10B – Page 126 – Part 3).
Recommendation:	Amend.

Local Law Name:	Health Local Laws 2000
Submissions Received:	No public submissions.
Staff Comments:	Staff have reviewed the local law and recommend that the Health Local Law 2000 should remain unchanged at this time. The Local Law can be amended or repealed and remade following the finalisation of Stage 5 of the Public Health Act and the development of a new Model Local Law by WALGA (Appendix ORD: 12.10C – Page 127 – Part 3).
Recommendation:	Remain unchanged.

Local Law Name:	Bush Fire Brigades Local Law
Submissions Received:	No public submissions.
Staff Comments:	<p>Staff have identified a review of the BFB Local Law is required due to the changing needs and circumstances of the brigades. The local law is intended to be responsive to local requirements and provide clarity on the roles and responsibilities of the brigades, their committee of management and other positions of leadership.</p> <p>As the Local Law is incongruent with the Bush Fire Brigade Constitution, it is also intended that once a full review has been completed of the Bush Fire Brigade Local Law, the Constitution will be repealed.</p> <p>Staff recommend repealing the current local law and remake the local law to be in line with model local laws and include sections of the constitution that will enhance the model law.</p>
Recommendation:	Repeal and Remake.

Local Law Name:	Local Government Property Local Law 2007
Submissions Received:	No public submissions.
Staff Comments:	Staff have identified several amendments (Appendix ORD: 12.10D – Page 128 – Part 3) required to this local law. It is recommended that this local law be repealed and remade to include all and any further amendments.
Recommendation:	Repeal and Remake.

Local Law Name:	Activities in Thoroughfares and Public Places and Trading Local Law 2007
Submissions Received:	No public submissions.
Staff Comments:	No staff submissions.
Recommendation:	Remain unchanged.

The process of adopting a new or remade local law or amending a local law is quite onerous and lengthy but one which has been developed to ensure that it goes through consultation with the community, Council and can be reviewed appropriately through the WA Parliamentary Joint Standing Committee on Delegated Legislation responsible for examining all regulations, rules, Local Laws and other subsidiary legislation.

It should be noted that those Local Laws resolved to be repealed and remade, will remain in place until such time as a new local law is made.

Council Role - Legislative.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT Council, in regards to the Local Law Review conducted in accordance with section 3.16 of the Local Government Act 1995:

- 1. Approves no amendments to the following Local Laws:**
 - Health Local Law 2011; and
 - Activities in Thoroughfares and Public Places and Trading Local Law 2007.
- 2. Commences the process for repealing and remaking the following Local Laws:**
 - Bush Fire Brigades Local Law; and
 - Local Government Property Local Law 2007.
- 3. Commences the process for amending the following Local Law:**
 - Dust Control Local Law 2011.
- 4. Acknowledges that no public submissions were received with regard to the advertised Local Laws.**

By Absolute Majority

12.11 Title: 2020-21 Mitigation Activity Fund (MAF)

Reporting Department:	Sustainable Development Directorate
Reporting Officer:	Mrs Erin Hutchins - Coordinator - Emergency & Ranger Services
Legislation:	Local Government Act 1995

Overview

The Shire has been successful in its application for Mitigation Activity Funding of \$492,880.00 (exclusive of GST) to continue mitigation activities to identified areas at risk of bushfire to Shire reserves throughout the 2020-2021 financial year. Officers present this offer to Council for consideration.

Background

The Bushfire Mitigation Activity Fund (MAF) has been established to proactively treat extreme, very high and high bushfire risks in combination with the progressive rollout of the Bushfire Risk Management (BRM) Planning framework.

Through the 2020-2021 MAF application to the Department of Fire and Emergency Services (DFES), the Shire requested \$492,880.00 worth of funding. It was proposed the funding would be used on **39** treatments to continue to reduce the identified areas at risk of bushfire to over 50ha of Shire reserves throughout the financial year. These areas were identified in the Shires Bushfire Risk Management Plan (BRMP) as endorsed by Council - Ordinary Council Meeting, 6 November 2019 [322-19].

Notification has been received from DFES that the Shires application was successful (Appendix ORD: 12.11A – Page 133 – Part 3). Upon the issuing of an invoice, the Shire will receive the first 50% instalment, with the balance paid against the final acquittal submission (no later than June 2021). To accept the funding, a signed grant agreement and invoice is required to be submitted to DFES no later than 30 July 2020.

Legal Implications

The Local Government Act 1995 requires the Council to consider and approve any changes to the budget.

6.8. Expenditure from municipal fund not included in annual budget

(1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*

- (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) *is authorised in advance by resolution*; or*
 - (c) *is authorised in advance by the mayor or president in an emergency.*
- * Absolute majority required.*

(1a) *In subsection (1) — additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.*

(2) *Where expenditure has been incurred by a local government —*

- (a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
- (b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

*Local Government Act 1995 -**S6.10. Financial Management Regulations**Regulations may provide for —*

- (a) the security and banking of money received by a local government; and*
- (b) the keeping of financial records by a local government; and*
- (c) the management by a local government of its assets, liabilities and revenue; and*
- (d) the general management of, and the authorisation of payments out of —*
 - (i) the municipal fund; and*
 - (ii) the trust fund of a local government.*

*Local Government (Financial Management) Regulations 1996**R11. Payments, procedures for making etc.**R12. Payments from municipal fund or trust fund, restrictions on making**(1) A payment may only be made from the municipal fund or the trust fund —*

- (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
- (b) otherwise, if the payment is authorised in advance by a resolution of the Council.*

(2) The Council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the Council.

Strategic Community Plan

Strategy 1.3.3 - Maximise Shire grant funding. (Service Priority: Flagship).

Strategy 3.4.1 - To enable community safety and a sense of security. (Service Priority: Very High).

Strategy 3.4.2 - Maintain appropriate emergency services and planning. (Service Priority: Very High).

Strategy 3.5.1 - To protect public health and safety. (Service Priority: High).

Environment - None.*Precedents*

The Shire was successful in its 2019-2020 MAF application and received \$209,615.00 in funding to assist with the reduction of bushfire risk throughout the Shire. The first 50% instalment was received on the issuing of a tax invoice, with the balance being paid against the final acquittal submission.

Further, the Shire currently receives funding through the Local Government Grants Scheme (LGGS) to support the Shire of Dardanup Volunteer Bushfire Brigades. Similarly, funding is not received upfront and requires the Shire to allocate a general ledger to track expenditure, as well as cover costs until payment is received quarterly and the balance upon acquittal submission at the end of the financial year.

Budget Implications

Currently, the 2020-21 MAF revenue and expenditure is not recognised in the 2020-2021 Annual Budget. In line with the grant agreement, the Shire will receive the first 50% instalment, with the balance paid against the final acquittal submission. A general ledger has previously been allocated to track expenditure. The Shire will be required to cover costs until the balance is paid upon the above mentioned submission at the end of the financial year.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.11B – Page 149 – Part 3) and (Appendix ORD: 12.11C – Page 151 – Part 3) for full assessment document.

Failure to comply with the conditions of the Mitigation Activity Fund Grant Agreement

Tier 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Bushfire Mitigation Activity Funding
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Residual Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Failure to comply with the conditions of the Mitigation Activity Fund Grant Agreement will cause the grantor to decline future grant applications made by the Shire.
	Financial Failure to comply with the conditions of the Mitigation Activity Fund Grant Agreement will cause payment of grant funding to be declined resulting in financial losses.
	Legal and Compliance Failure to comply with the conditions of the Mitigation Activity Fund Grant Agreement will cause the termination of the agreement for default.

Failing to accept Mitigation Activity Fund (MAF) Grant Funding will leave areas of high bushfire risk throughout the Shire.

Tier 3 – ‘High’ or ‘Extreme’ Inherent Risk.	
Risk Event	Bushfire Mitigation Activity Funding
Inherent Risk Rating (prior to treatment or control)	Extreme (20 - 25)
Risk Action Plan (treatment or controls proposed)	Accept Mitigation Activity Fund (MAF) Grant Funding to reduce areas of high bushfire risk throughout the Shire.
Residual Risk Rating (after treatment or controls)	Low (1 - 4)
Risk Category Assessed Against	Health Failing to accept Mitigation Activity Fund (MAF) Grant Funding will leave areas of high bushfire risk throughout the Shire and cause death and/or permanent disability during an emergency.
	Financial Failing to accept Mitigation Activity Fund (MAF) Grant Funding will leave areas of high bushfire risk throughout the Shire and impact buildings and agriculture resulting in financial losses during an emergency.

Tier 3 – ‘High’ or ‘Extreme’ Inherent Risk.		
	Service Interruption	Failing to accept Mitigation Activity Fund (MAF) Grant Funding will leave areas of high bushfire risk throughout the Shire and will impact the Shires and emergency services capacity to respond to a bushfire emergency.
	Legal and Compliance	Failing to accept Mitigation Activity Fund (MAF) Grant Funding will leave areas of high bushfire risk throughout the Shire and will cause loss and damage during an emergency resulting in prosecution.
	Reputational	Failing to accept Mitigation Activity Fund (MAF) Grant Funding will leave areas of high bushfire risk throughout the Shire and will cause public news items in the media for failure of the Shire to be able to respond to a bushfire emergency. Failing to accept Mitigation Activity Fund (MAF) Grant Funding will leave areas of high bushfire risk throughout the Shire will cause significant damage to local flora and fauna during an emergency.

Officer Comment

By taking advantage of the 2020-2021 MAF and accepting the successful allocation of \$492,880.00 the Shire will be able to complete the 39 proposed treatment options to areas identified in the Shires Bushfire Risk Management Plan (BRMP) and reduce the risk to life and property posed by bushfire hazards.

Officers recommend that the Shire accept the 2020-2021 MAF grant funding and allocate a general ledger to track expenditure, as well as cover costs until the balance is paid upon the final acquittal submission at the end of the financial year.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Acknowledges and accepts the successful application of the 2020-2021 Mitigation Activity Funding of \$492,880.00 from the Department of Fire and Emergency Services for the Shire to reduce its bushfire risk by 30 July 2020.**
- 2. Allocates a general ledger to track expenditure and allow for the Shire to receive the first 2020-2021 Mitigation Activity Funding installment of \$246,440.00 from the Department of Fire and Emergency Services to commence the 39 proposed treatment options to areas identified in the Shires Bushfire Risk Management Plan.**
- 3. Allocates an unbudgeted expenditure amount of \$246,440.00 in the 2020-2021 Annual Budget to complete the 39 proposed treatment options to areas identified in the Shires Bushfire Risk Management Plan while awaiting final grant payment upon acquittal submission.**

By Absolute Majority

12.12 Title: Community Sport and Recreation Facilities Funding Applications

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Lucy Owen-Conway – Manager Place and Community Engagement</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

The purpose of this report is for Council to consider the submission of applications to the 2020/21 Community Sport and Recreation Facilities Funding (CSRFF) program.

Background

The CSRFF is an annual State Government financial assistance program aimed at increasing participation in sport and recreation through the development of sustainable, good quality, well-designed and well-utilised facilities. The grant program has been brought forward in 2020/21 by the Department of Local Government, Sport and Cultural Industries as part of the measures implemented by the State to stimulate the economy in response to the COVID-19 situation.

There is \$12 million available for allocation in the 2020/21 funding round across three categories:

1. Small Grants Round. For small projects up to \$300,000 total value, maximum grant of \$100,000. Applications closing 14 August 2020, successful projects to be notified in October 2020.
2. Annual Grants Round. For medium-sized projects between \$300,000 to \$500,000 total value, minimum grant of \$100,000 and maximum grant of \$166,000. Applications closing 11 September 2020, successful projects to be notified in late 2020.
3. Forward Planning Grants Round. For significant projects over \$500,000 in value, minimum grant of \$166,667 and maximum grant of \$2,000,000. Applications closing 11 September 2020, successful projects to be notified in October 2020.

All successful projects can receive grants for up to one-third of the estimated project cost (excluding GST). The remaining two-thirds would need to be sourced by the Shire.

Officers have identified the following project for submission in the 2020/21 round:

Minor Grant: Eaton Skate Park Pump Track (see Project Information Sheet at (Appendix ORD: 12.12A – Page 153 – Part 3). The construction is estimated to cost \$60,000 therefore the maximum grant application value is \$20,000.

At the Council meeting the Council resolved [119-20] as follows:

THAT:

1. *Council retain the construction of the Eaton Skate Park and Pump Track project in the 2020/2021 budget.*
2. *A staged approach to the skate park be adopted that is more closely matched to the funding available.*
3. *Council defer calling for tenders pending a staged design that matches the funding available from the Lotteries West Grant, Public Open Space Cash-in-lieu contributions and \$250,000 from the Building Reserve.*

CSRFF funding will allow the pump track stage of the overall project to be implemented. This project has been suggested for nomination in an attempt to capitalise on the opportunity that has been made available.

Legal Implications - None.

Strategic Community Plan

Strategy 3.2.2 - Deliver a high level Sport & Recreational Services that encourages social connectedness by facilitating community participation in positive social networks, interaction and events. (Service Priority: Very High)

Strategy 1.3.3 - Maximise Shire grant funding received by the Shire. (Service Priority: Flagship)

Environment - None.

Precedents - None.

Budget Implications

\$290,000 has been granted from Lotterywest toward the Skate Park with a further \$210,000 available from cash-in-lieu for Public Open Space, and \$250,000 of Council’s own funds allocated in the Council-adopted 2020/21 budget. A recent grant application to the Safer Communities Fund Round 5 Infrastructure Grants toward the lighting and CCTV for this project was unsuccessful.

The construction of the pump track is estimated to cost \$60,000. If successful, this would be funded from a \$20,000 grant and \$40,000 of the Shire’s own funds sourced from the building maintenance reserves.

Budget – Whole of Life Cost

Should the new facilities be constructed, there will be ongoing maintenance and asset management cost implications.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.12C – Page 155 – Part 3) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Community Sport and Recreation Facilities Funding Applications
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial There’s a possibility that there may not be adequate grant funding available for the projects.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Service Interruption	There is a possibility that the facilities may not be constructed due to lack of grant funding.
	Reputational	There is a possibility of negative public reaction if the new facilities cannot be constructed.

Officer Comment

The 2020/21 CSRFF funding rounds present an opportunity for Council to attract external funding to progress several proposed sport and recreation facility upgrade projects. The investment in infrastructure and construction projects will be advantageous to economic recovery while improving the amenity and accessibility for our sport and recreation facilities.

The CSRFF funding program prioritises projects which result in a more rational use of facilities, in particular those that lead to facility sharing and rationalisation. The projects suggested to be put forward for funding meet this aim and form part of broader visions for precincts and shared-use facilities across the Shire. While this will require the bringing-forward of some projects currently forecast for future years in the BAMP ultimately the investment multi-use facilities will result in more cost effective and sustainable facilities in the medium to long term.

Sport and Recreation is an important part of our community’s identity providing opportunities for males and females of every age-group, culture and socio-economic background. The investment in facilities within our Shire will improve accessible and inclusive community amenity while producing benefits for physical, social and emotional health.

The project identified for 2020/21 funding were considered based on the adopted schedule of works in the BAMP and the availability of funding to meet the required two-thirds funding contribution. If successful, a report will be submitted to Council to formally approve the expenditure and funding sources.

The Sport and Recreation Plan 2020-2030 is currently in progress, and the outcome will better inform the timing and investment required for the development of Council’s sport and recreation facilities. Based on current forward planning it is expected that in the 2021/22 CSRFF funding rounds the following projects will be put forward.

- Construction of two tennis courts at the proposed new Eaton Bowling Club and Senior Citizens precinct See Project Information Sheet at (Appendix ORD: 12.12B – Page 154 – Part 3). This project is identified as part of the overall concept for the Eaton Community Hub (i.e. Eaton Bowling Club Project) and is included in the Shire’s forward plans with an estimated cost of \$325,000, therefore the maximum grant application value is \$108,333.

The construction of the tennis courts is identified in the 2020 BAMP for the 2025-2026 financial year at a future cost of \$376,900. It was proposed to fund the project in future with an \$180,000 grant (not sourced yet) and \$196,900 of the Shire’s own funds. If successful, the funding amount would be \$108,333 and the Shire would need to fund \$216,667 from its own funds. If the project is brought forward to the 2021/22 financial year in the BAMP, the resulting balance in the BAMP would be very low.

- Eaton Oval Clubrooms See Project Information Sheet at (Appendix ORD: 12.12D – Page 156 – Part 3). This project forms part of the Council-adopted 2020/21 budget with \$92,148 allocated for scoping, design and preliminary works; and a further

\$1,794,573 in the Building Asset Management Plan for 2021/22 to be 100% funded by grants. Therefore there is a combined \$1,886,720 forecast budget across two years.

The grant funding would reduce the cost burden to Council and make up the funding shortfall to complete the entirety of the project, however if successful the Shire would need to fund two-thirds of the project cost being \$1,257,813 from its own funds.

- Wells Recreation Park Clubrooms, including relocation of the cricket nets See Project Information Sheet at (Appendix ORD: 12.12E – Page 157 – Part 3). This project is identified in the Dardanup Community Facilities plan and is in the Building Asset Management Plan for 2023/24 at a cost of \$2,330,039; plus \$116,724 in 2021/22 for design and planning. This 2020 BAMP identifies this project as being funded by \$2,200,000 in grants (not sourced yet), \$42,486 in developer contributions and \$204,277 of the Shire's own funds.

If brought forward, it is expected that the project would cost \$2,266,440 if commenced in 2020-2021 and completed in 2021-2022. If successful, the funding amount would be \$755,480 and the Shire would need to fund \$1,468,474 from its own funds.

These projects were included in the recent Economic Stimulus submission and additional funding sources will be explored to reduce the cost to Council. It is suggested that Council considered putting these projects forward for upcoming State and Federal election commitments.

The Eaton Oval Clubrooms project and Wells Recreation Parks Clubrooms project are currently included in the Build Asset Management Plan on the basis that Council will receive significant external funding. If these projects were not able to secure external grants or contributions as forecast, then Council will not have sufficient funds in the Building Maintenance Reserve to pay for this additional expenditure, unless other capital works projects noted in the Long Term Financial Plan were deferred or removed.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT Council supports an application being submitted to the Community Sport and Recreation Facilities Funding minor grants program for the Eaton Skate Park Pump.

12.13 Title: Bunbury Geographe Economic Alliance (BGEA) Membership

Reporting Department: Executive
 Reporting Officer: Mr André Schönfeldt - Chief Executive Officer
 Legislation: Local Government Act 1995

Overview -

Council is requested to consider the Shire of Dardanup's participation in Bunbury Geographe Economic Alliance (BGEA) following receipt of the proposed prospectus and membership benefits.

Background -

In 1999 Council resolved (082/99) to become part of the then Bunbury Wellington Economic Alliance. The resolution was as follows:

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

0082/99 *MOVED* *Cr. K Hopper – Cr. P A Bass*

- i) *THAT the Shire of Dardanup agree to be a partner in the Bunbury Wellington Economic Alliance on the condition that:*
- a) *the Board is made up of one member of each participating Council, an equal number of industry representatives and an independent chairman who is not an elected member of any local government.*
- b) *the chairman to have a casting vote if a decision is tied.*
- c) *Council have the opportunity to negotiate partial in-kind contributions for its membership should the Alliance agree to establish its office at the Shire of Dardanup's – Dardanup Office.*
- d) *Renewal of membership at the expiry of the three years is optional.*
- e) *Annual commitment not to increase without proper consultation and justification.*
- ii) *THAT the Chief Executive Officer progress negotiations with the Bunbury Wellington Economic Alliance for the lease of office accommodation, office equipment and sharing of personnel, at the Dardanup Office.*

CARRIED
9/0

The report noted that the intent of the BWEA was to provide strategic regional economic lobbying and investment attraction capacity as presented to Council at the 12 February 1999 Council meeting as follows:

Cr. M T Bennett announced the arrival of Mr Don Punch of the South West Development Commission and Mr Dom Figliomeni of the Bunbury Port Authority representing the Bunbury Wellington Economic Alliance. Mr Punch and Mr Figliomeni passed to Councillors a copy of the Bunbury Wellington Economic Alliance package, detailing the benefits of the Bunbury Wellington Economic Alliance and the draft constitution. Mr Punch and Mr Figliomeni addressed Council.

The objects of the Bunbury Wellington Economic Alliance are (in part) to:

- *Provide a bureau of information for corporations that are considering investment in the Region or who are members of the Association;*

- *Attract potential investors in the region;*
- *Encourage and promote development of the Region;*
- *Lobby government for the provision of government services to encourage and facilitate the development of the Region;*
- *Identify investment opportunities in the region*
- *Promote the Region as a destination for recreation and commercial industry visitors.*

The alliance have been operating for 20 years since its inception and was after given the ownership of and responsibility to implement the Bunbury Geographe Growth Plan. In 2019 the association was renamed to Bunbury Geographe Economic Alliance.

In mid-2019 the Shire of Dardanup's CEO became aware that BGEA was considering a change to the board structure and also to the direction of BGEA. As such the Shire's CEO provided the BGEA CEO with a copy of the 1999 Council resolution and outlined that should the board structure change and/or the annual fees or commitments change, the Council of the Shire of Dardanup will have to reconsider its continued involvement with BGEA.

In late 2019 BGEA's board undertook a strategic planning workshop which produced the Strategic Plan included in the attached Prospectus (Appendix ORD: 12.13A – Page 158 – Part 3). This strategic plan was sent to the Shire of Dardanup Chief Executive Officer on 15 November 2019, 6 days prior to the 21 November 2019 AGM. The Shire's Chief Executive Officer made comment on the strategic plan and received a response that explained whilst the comments were appreciated this would not be presented to the AGM as the document was prepared from the workshop with the board which allowed for input from the Shire of Dardanup representatives. The Strategic Plan was endorsed at the AGM as is.

The AGM meeting also resolved to change the structure of the board to a Skills Based Board, through a Special Resolution circulated a few hours prior to the meeting. The resolution was as follows:

Proposed Constitution Change

10. The Board

1. *The affairs of the Association shall be managed exclusively by the Board which shall comprise of a Chairperson, Deputy Chairperson, Treasurer and four to six other representatives.*
 - a. *Board Members will comprise a mix of Local Government and Private Sector representatives.*
 - b. *Board members will be selected in order to match the skills needed to appropriately govern BGEA. These may change from time to time as agreed by the Board.*
 - c. *The Chairs of the Executive Committees shall be members of the Board.*
 - d. *The Board members shall in accordance with rule 10 (3)(a) elect a Chairperson, Deputy Chairperson and Treasurer and may elect a member or appoint the Chief Executive Officer as the Secretary.*
 - e. *The CEO will hold a non-voting position and attends in an ex-officio capacity. The CEO is not included as part of determining a meeting quorum.*
 - f. *The terms of office shall be for two (2) year terms with approximately one half retiring each year. Persons retiring are eligible to re nominate. On the occasion of two or more vacancies the order of term of office shall be according to the votes cast whereby the person receiving the highest number of votes shall be appointed.*
2. *In addition to the Skills based Board, there will be two executive committees which will be in close contact with the Board and be able to propose agenda items for Board meetings The Executive Committee may meet separately or jointly as needed.*

- a. *The Local Government Executive Committee will consist of ONE (1) natural person representing each Local Government Member who must at the time of their appointment and throughout their tenure each be the Mayor or President of the Local Government Member or the elected member nominee of the Mayor or President of the Local Government Member which they represent.*
- b. *The Private Sector Executive Committee shall consist of BGEA members and should reflect the industry clusters.*
- c. *The chair of each Executive Committee will sit on the Board.*
- d. *It will be the role of the Executive Committee Chairs and the CEO to brief the Executive Committees on the deliberations of the Board and ensure a strong flow of communication.*

However at the 2019 AGM, when representation to the board was voted on, all participating Local Governments retained board membership. It is understood that since then the change to the constitution to give effect to the Special Resolution did not progress. However, a Selection Committee was set up to assist with the selecting then new Skills Based board.

It is further understood that in early 2020 a consultant appointed by the Selection Committee sought applications from existing board members to be appointed to the proposed new Skills Based Board. The Shire of Dardanup President did not renominate to the Skills Based board and as such, in March, the Shire President was expected by the BGEA board to tender his resignation from the board. Two other local government board members either did not renominate or were not reappointed to the Board. This meant that only two local government members being the Mayor of the City of Bunbury and the Shire President of the Shire of Collie were appointed to the Skills based board.

The governance around changing the board structure without an amendment to the constitution was questioned and at a recent Executive Committee meeting (4 June 2020) the Chairman of BGEA board explained that the current board with all local government representatives remains in place as was voted in at the 2019 AGM. It was further explained that the intention is for the new Skills Based Board to be presented to the 2020 AGM for a further resolution after which if carried the constitution and the structure to the board would officially change.

In April 2020, Council considered an item with regards to budget allocations for various Economic Development and Tourism Associations. In this item Officers recommended that Council make provision in the 20/21 Annual Budget for BGEA membership. It was the CEO's recommendation in light of the impact of COVID19 on the community and the economy, that:

- Council continue to remain a member of BGEA and
- ask for more representation on the board and on the Committee so that Council could in future contribute to the recovery effort that will need to be lead from a local level to achieve a regional impact.

As explained above if the 2020 AGM agrees with the resolution it will mean that the board will include only two Local Government representatives and the Shire of Dardanup will not be directly represented on to board. Therefore, as Council's decision in 1999 to join the BWEA were conditional on the board consisting of a member from each participating Local Government, it is prudent for Council to reconsider whether or not it still wants to be a member of BGEA.

It is important to note though that BGEA intends to establish a Local Government Committee to make recommendations to the Board which will include representation of all local governments. At the time of writing this report it was not yet clear how this committee would operate or who exactly will be the representatives on this Committee as the COVID19 response has been taking up a lot of the BGEA CEO's time and this committee has not yet been established.

Legal Implications - None

Strategic Community Plan

Strategy 4.3.1 - To attract and retain major investment in the region. (Service Priority: High)

Environment - None.

Precedents - None.

Budget Implications

If Council decides not to participate in BGEA there will be a \$14,000 saving in the 20/21 Annual Budget. It is recommended however that Council support this be reallocated towards Regional Economic Development initiatives to continue support for a regional approach to economic development.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.13B – Page 159 – Part 3) for full assessment document.

Tier 3 – ‘High’ or ‘Extreme’ Inherent Risk.	
Risk Event	Bunbury Geographe Economic Alliance (BGEA) Membership
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Reputational</p> <p>The Shire of Dardanup has been one of the founding members of the Bunbury Wellington Economic Alliance back in 1999 which supports a regional approach to economic development. The risk to remain with BGEA as it becomes more focussed on small business development is that the regional approach no longer holds true.</p>

Officer Comment

The Strategic Plan includes a good vision, mission and core roles and includes the following five priorities:

1. Regional Infrastructure;
2. Make Bunbury Geographe Attractive to Business and Industry;
3. University City and Education;
4. Enhance Trade and Investment; and
5. Business Development.

From a broad perspective the strategic plan identifies well intended overarching regional development outcomes. However, the priority activities, particularly those under Business development, seems to indicate that BGEA's focus may be shifting from being a strategic overarching organisation that supports large scale regional infrastructure to a small business development corporation that is more operational than strategic. Council would therefore need to consider if it agrees with the potential shift, and as outlined above, whether or not Council would like to continue participating in the Agency with no direct representation on the board.

In considering whether or not Council wishes to remain a member of BGEA it is also prudent to note that according to the attached prospectus members will receive the following generic benefits:

- Complimentary attendance at BGEA functions throughout the year.
- Discounted tickets to partner expos and special events.
- Opportunities to feature your business at BGEA quarterly sundowners.
- Voting privileges in relation to electing the BGEA Board.
- Logos featured on BGEA website, Letterhead, Annual Report and other promotional material (Gold membership and above).
- Briefings, on request (Gold membership and above) in relation to BGEA activities and project updates.
- Access to the BGEA monthly newsletter.
- Formally and informally connect with other businesses and local governments throughout the region.
- Work to identify strategic opportunities that will benefit the entire Geographe region, and in turn benefit your business.
- Advocate on behalf of the Geographe region to enhance the regional economy, infrastructure and maintain our unique lifestyle.
- Prepare and/or coordinate submissions and/or responses to government on economic development/infrastructure/planning issues.
- Assist you to advocate for your business and provide letters of support for beneficial projects.
- Work closely with other economic development organisations within the region to mobilise and consolidate resources to achieve the best jobs, growth, and investment outcomes for our region.
- southwestsmarthub.org.au is an initiative of BGEA. Members will have access to up to date business, mental health and business mentoring assistance during the current health crisis and beyond.

The Shire of Dardanup will also received the following specific benefits as a Local Government Medium Member as outlined in the prospectus includes the following:

- Personal introduction to fellow BGEA Members who may be able to assist on relevant issues.
- 2 x mentoring sessions with a relevant business leader (BGEA Member).
- BGEA events invitations.
- Advocacy for regional and sub regional projects.

It is interesting to note that the BGEA membership includes Business South West (BSW) Connect subscriptions as part of the specific membership benefits to private businesses, and that the gold class membership for private businesses provide the same level of specific benefits that the Shire of Dardanup will receive as a Medium Local Government Member, however the fees ar about 50% that charged to local government members.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION 'A'

THAT Council:

- 1. Formally withdraw from Bunbury Geographe Economic Alliance; and**
- 2. Requests the Shire President to formally resign from the Bunbury Geographe Economic Alliance Board.**

OR

OFFICER RECOMMENDED RESOLUTION 'B'

THAT Council:

- 1. Defers making a decision with regards to its Bunbury Geographe Economic Alliance membership until after the 2020 Annual General Meeting; and**
- 2. Requests the Chief Executive Officer to inform Bunbury Geographe Economic Alliance that the Shire will not be paying its 20/21 membership fees until after the 2020 Annual General Meeting.**

12.14 Title: Establishment of Hire Agreement for the Use of the Eaton Recreation Centre

Reporting Department: Sustainable Development Directorate
Reporting Officer: Ms Lucy Owen-Conway – Manager Place & Community Engagement
Legislation: Local Government Act 1995

Overview

Basketball South West (BSW) have approached the Shire to enter into an agreement for the hire and use of the Eaton Recreation Centre (ERC). This item was presented to Council at the 25 March 2020 OCM, however was deferred due to the COVID-19 pandemic and the uncertainty as to whether there would be a 2020 basketball season. Basketball South West have advised they are recommencing their season from 24 July 2020 and as a result, officers are recommending that Council enter into the agreement with BSW.

Background

Agreements for the hire and use of the ERC have been in place previously up to and including 2013. BSW has approached the Shire to establish their previous agreement for the hire and use of the ERC.

The correspondence from BSW in regard to the agreement is attached at (Appendix ORD: 12.14A – Page 160 – Part 3). The Manager Sport and Recreation has met with BSW representatives on several occasions to discuss, develop and agree on various aspects of the terms and conditions of the agreement. A copy of the agreement is attached at (Appendix ORD: 12.14B – Page 162 – Part 3).

BSW comprises the men's, women's and junior grades of the SW Slammers who play in the State Basketball League (SBL) with 13 other metro and regional based teams. Since its inception in 1989, the SW Slammers have been very successful in the SBL with the men's Slammers team winning five state titles, and the women Slammers team winning one state title. Many players from the men's and women's teams have also gone on to play basketball at a national and international level and with some players representing Australia at the Commonwealth and Olympic Games. The SW Slammers have always considered the ERC as their "home" and have been training and playing at the ERC since 2005. On an annual basis the ERC hosts about 13 SBL men's, women's and junior games at the ERC depending on SBL fixtures plus weekly training and development sessions.

The current agreement is based on previous agreements and is considered to be necessary to ensure the terms and conditions for BSW's use of the ERC is clearly defined for all parties concerned, while also recognising the ongoing contribution and unique opportunities that such partnerships provide for the ERC, the Shire and the community.

Legal Implications - None.

Strategic Community Plan

Strategy 5.2.1 - To encourage physical activity by providing services and recreational facilities that encourage our community towards an active and healthy lifestyle. (Service Priority: Very High)

Strategy 5.3.1 - To provide community facilities that enable a healthy community that volunteers, embraces lifelong learning and cultural awareness, and is involved with a diverse range of vibrant community, sporting, cultural and artistic organisations.

Environment - None.

Precedents

Previous hire and use agreements between the ERC and BSW had been established up to and including 2013.

Budget Implications

Table 1 provides the financial support that is proposed for the BSW under the agreement.

Table 1

Description	18/19 Charges (No Agreement) ¹	Total Amount Charged 18/19	Proposed Charges (Under Agreement)
Court hire – Training	Off-Peak: \$36/hour/court Peak: \$48/hour/court		\$40/hour/court
Centre hire – Regional/State Fixtures	WABL Off-Peak: \$36/hour/court Peak: \$48/hour/court	Charge per fixture 11 hours for WABL at a cost of \$1278.00.	WABL & SBL Fixtures \$40/hour/court WABL 11 hours x 3 courts = \$1,320.
	SBL Off-Peak: \$36/hour/court Peak: \$48/hour/court	Charge per fixture 8 hours for SBL at a cost of \$1164.00 plus \$700 for the following – Grandstand charge - \$260 Competition Events package - \$30 Servery Hire - \$20 Chair Hire - \$67 Trestle table hire - \$25 Liquor License hire - \$200 Staff Hire - \$100	SBL 8 hours \$40/hour/court x 3 courts = \$960
		Total combined = \$3,142.00 (Minus \$700 for additional resources = \$2,442.00)	Total Combined = \$2,280
Memberships	4 x memberships @ \$350 each (6 months)	\$1,400	No charge - Membership of gym and use of courts (if available) for 4 SW Slammers players.
Total support under agreement = \$1,400 for memberships and \$162 per fixture x 13 games = \$2,106. Grand Total support per season = \$3,506			

¹ Due to no agreement being in place the relevant fees and charges in the Council Schedule of Fees and Charges were used.

The amounts as provided in Table 1 do not take into consideration the ERC income derived from café and retail sales during regional and state fixtures. Over 22 WABL and SBL fixtures between 16 March 2019 and 1 September 2019 the total net profit from the café was \$9,316.80. This figure is derived profit of the café and retail sales based on the worse case hourly rate of \$29.54 which is inclusive of normal staff hourly rate plus any penalty rates.

The recommended charge out rate for the courts and centre hire is proposed to be a flat fee of \$40/hour which will be different fee form the approved current adopted fee and charges. The Officers recommend that 4 gym memberships and use of courts be made available at no charge which is a reduced revenue of \$1400 per year, however the associated benefit of hosting WABL outweighs the budget implications. As part of the development of the associated fees and charges identified in the agreement, a benchmarking exercise was conducted with other centres that host SBL teams. On average the ERC fees

is higher than that charged by City of Mandurah and in line with Town of Victoria Park, a summary of the information relating the benchmarking for each of the centres and the details of the benchmarking is attached at (Appendix ORD: 12.14C – Page 172 – Part 3).

Budget – Whole of Life Cost - None.

Council Policy Compliance

There are no Policy requirements in relation to the agreement. It is simply a set of mutually agreed terms and conditions in relation to the hire and use of Council facilities.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.14D – Page 173 – Part 3) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Establishment of Hire Agreement for the Use of the Eaton Recreation Centre
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial There is the potential for a minor loss of ERC income due to the terms and conditions of the agreement.
	Reputational There is the potential for adverse club and public perception of the ERC and the Shire if the agreement is not supported.

Officer Comment

As stated in this report, previous hire agreements had been established between the ERC and BSW and these agreements ceased after 2013.

In addition to the support provided under the terms and conditions of the proposed agreement with BSW and also the income derived from their SBL fixtures held at the ERC as provided in Table 2, there is also the unquantifiable benefits to the ERC from exposure via media and marketing conducted by the BSW. This includes the print, radio and television marketing and advertising that the SBL conducts for its imported players, for SBL fixtures and for other functions and events.

There is also the social and economic benefits of players, coaching staff, teams and spectators visiting the Shire and the ERC, therefore adding to the ERC’s income and the overall economy of the Shire and the region. Depending on the timing of SBL fixtures visitors may require overnight accommodation, fuel, food, refreshments and possibly also visit retail outlets and tourism attractions in the area. Similar to other sports, BSW also provides opportunities for senior and junior members of the community to be involved in sporting activities at a local, regional and state level. Basketball continues to grow in popularity and is the second most popular sport in Australia with approximately one million Australians playing basketball regularly or occasionally. More than half of Australia’s basketballers are under 25 years old with 298,000 aged under 18 years old and a further 285,000 aged 18-24 years old.

Amongst their older peers a similar number are aged either 25-34 years old (186,000) or aged 35-49 years old (199,000). Only 23,000 Australians aged 50 and over play basketball.

Analysing basketball participation in Australia by State shows that Victoria remains the home of basketball with over 340,000 Victorians playing basketball, just under 300,000 basketball players in New South Wales, nearly 150,000 in Queensland and almost 120,000 basketball players in Western Australia. There are fewer than 100,000 basketballers spread around the smaller States and Territories of South Australia, Tasmania, the ACT and NT. (*source - Roy Morgan Research - November 2018*).

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. **Endorse the establishment of the Hire Agreement between the Eaton Recreation Centre and Basketball South West (Appendix ORD: 12.14B); and**
 - a) **Note the reduced fee charge out rate of \$40/hour for court and centre hire;**
 - b) **Place a public notice of the reduced fee charge out rate;**
 - c) **Note 4 gym memberships and use of courts be made available at no charge which is a reduced revenue of \$1400 per year,**
2. **Delegate authority to the Chief Executive Officer to renew the agreement annually prior to cessation in 31 October by mutual agreement and under the same conditions defined in the Hire Agreement.**

12.15 Title: COVID-19 Emergency Expenditure Report

Reporting Department: Corporate & Governance Directorate

Reporting Officer: Mr Phil Anastasakis - Deputy CEO

Legislation: Local Government Act 1995

Overview

Council has incurred emergency expenditure related to the COVID-19 pandemic which has been approved in advance by the Shire President. This report advises Council of the total expenditure incurred to 30 June 2020 and seeks Council's endorsement.

Background

In early March 2020 the Shire of Dardanup became aware that the COVID-19 virus was being regarded as a health pandemic, and that restrictions were being placed on the Council and entire community. Council established an Incident Management Plan and Incident Management Team consisting of the Shire President, Chief Executive Officer, executive management and operational specialists within the organisation to guide the organisation through the pandemic, particularly focussing on Council staff, operating activities, community facility and service closures, and broader Council functions.

Through this process various activities were undertaken that required immediate action and the incurring of expenditure. This included the purchase of hand sanitiser, face masks, customer service screens, signage, IT equipment and the redeployment of some staff that would have potentially been stood down.

The Shire President and Chief Executive Officer provided Councillors with a range of verbal updates of this process and the need to incur emergency expenditure at various Council briefings and forums over March, April and May 2020. The purpose of this report is to formally acknowledge this incurring of emergency expenditure and the authorisation by the Shire President.

Legal Implications

Local Government Act 1995

Local Government (Financial Management) 1996

The Local Government Act 1995 requires the Council to consider and approve any changes to the budget.

6.8. *Expenditure from municipal fund not included in annual budget*

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) *is authorised in advance by resolution*; or*
 - (c) *is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required.*

- (1a) *In subsection (1) —*
additional purpose *means a purpose for which no expenditure estimate is included in the local government's annual budget.*
- (2) *Where expenditure has been incurred by a local government —*

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the Council.

Strategic Community Plan

Strategy 1.1.1 - To be equitable, inclusive and transparent in decision making. (Service Priority: High)

Strategy 1.1.2 - Monitor and ensure compliance with the regulatory framework for local government governance and operations. (Service Priority: High)

Strategy 1.3.2 - Monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)

Environment - None.

Precedents - None.

Budget Implications

Council does have an allocation of \$9,000 in the 2019/20 budget for Emergency Management Expenditure (GL#051 4005), with \$3,000 allocated towards emergency response and recovery. While no budget funds were specifically allocated towards the COVID-19 pandemic, this general provision enables expenditure to be incurred in compliance with the budget. Within this General Ledger account, a new Job code was created (J05033) to enable all of the costs incurred to be recorded.

Due to the scale of the COVID-19 response, which has included the payment of wages for staff redeployed from the Eaton Recreation Centre, expenditure well in excess of the budget has been incurred. The following is a breakdown of COVID-19 response expenditure to 30 June 2020:

Expenditure Description	Dollar Value
Council staff and equipment to close buildings, parks, erect signage, sneeze screens, etc.	\$20,725.53
Signage and communications	\$5,728.20
Hand sanitizer, masks and cleaning items	\$8,458.08
IT equipment for home offices, Council chambers, Councillors, etc	\$6,414.69
Redeployed staff wages from the Eaton Recreation Centre	\$32,983.61
TOTAL	\$74,310.11
<p>Council resolved on the 27 May 2020 [OCM 129-20] to adopt an interim fee structure as a subsidy to allow the phased re-opening of the Eaton Recreation Centre in response to the COVID 19 pandemic emergency. The loss of income from this subsidy is not able to determined precisely as there was also a loss of patronage at the Eaton Recreation Centre before and over this period of time. However general membership fee income for 2019/20 was \$446,094 compared to the budget of \$590,000. Similarly income from Activities/Programs was \$153,319 compared to the budget of \$220,000. Income from other revenue areas at the Eaton Recreation Centre were also less than budgeted due primarily to loss of patronage and closure of the Centre.</p> <p>While the cost of salaries for the ERC services were reduced for 2019/20 due to the standing down of some ERC staff, other ERC staff were redeployed to perform other Council functions for a period of time. This has reduced staff salary costs compared to the budget, but not to the extent of the loss of revenue. When the 2019/20 annual financial statements are finalised in the coming months, the full financial impact on Council will be able to be determined.</p>	

Budget – Whole of Life Cost

As no assets are created, there are no whole of life costs to Council.

Council Policy Compliance

CP034 – Procurement Policy.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.15 – Page 174 – Part 3) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	COVID-19 Emergency Expenditure Report
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Health Health Pandemic response not adequate.
	Financial Incurring expenditure over the budget.
	Service Interruption Reduced service provision.
	Reputational Inadequate community response.

Officer Comment

In addition to this direct expenditure of \$74,310.11, Council has incurred a loss to revenue generated through the Eaton Recreation Centre usage and gym membership fees, together with the indirect cost of reduced staff efficiency and productivity due to a majority of staff working from home and disruption. The financial impact of these areas will be reflected in the final end of surplus for Council.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT Council receive the report on COVID-19 emergency expenditure incurred by the Shire of Dardanup to 30 June 2020, and endorse the emergency expenditure authorised in advance by the Shire President.

12.16 Title: Monthly Statement of Financial Activity for the Period Ended 30 June 2020

Reporting Department: Corporate & Governance Directorate

Reporting Officer: Mr Ray Pryce - Accountant

Legislation: Local Government Act 1995

Overview

This report presents the monthly financial statements for the period ended 30 June 2020 for Council adoption.

Background

The Monthly Statement of Financial Activity is prepared in accordance with the Local Government (Financial Management) Regulations 1996 r. 34 s. 6.4. The purpose of the report is to provide Council and the community with a reporting statement of year-to-date revenues and expenses as set out in the Annual Budget, which were incurred by the Shire of Dardanup during the reporting period.

Legal Implications

Local Government Act 1995 – Section 6.4

6.4. *Financial Report*

- (1) *A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.*
- (2) *The financial report is to –*
 - (a) *be prepared and presented in the manner and form prescribed; and*
 - (b) *contain the prescribed information.*

Local Government (Financial Management) Regulations 1996 r. 34

Part 4 – Financial Reports – s. 6.4

3.4. *Financial activity statement required each month (Act s. 6.4)*

- (1A) *In this regulation –*

committed assesses *means revenue unspent but set aside under the annual budget for a specific purpose.*
- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail –*
 - (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 - (b) *budget estimates to the end of the month to which the statement relates; and*
 - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
 - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) *the net current assets at the end of the month to which the statement relates.*
- (2) *Each statement of financial activity is to be accompanied by documents containing –*

- (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
 - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown –*
- (a) *according to nature and type classification; or*
 - (b) *by program; or*
 - (c) *by business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be –*
- (a) *presented at an ordinary meeting of the Council within 2 months after the end of the month to which the statement relates; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

[Regulation 34 inserted in Gazette 31 Mar 2005 p. 1049-50; amended in Gazette 20 Jun 2008 p. 2724.]

Strategic Community Plan

Strategy 1.3.2 - Monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)

Environment - None.

Precedents

Each month Council receives the Monthly Financial Statements in accordance with Council Policy and Local Government (Financial Management) Regulations.

Budget Implications

The financial activity statement compares budget estimates to actual expenditure and revenue to the end of the month to which the statement relates. Material variances and explanations of these are included in the notes that form part of the report.

Budget – Whole of Life Cost - None.

Council Policy Compliance

CP036 Investment Policy & CP128 Significant Accounting Policies

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.16A – Page 175 – Part 3) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Monthly Statement of Financial Activity for the Period Ended 30 June 2020
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Non-compliance with the legislative requirements that results in a qualified audit.
	Reputational Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively.
	Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.

Officer Comment

The Monthly Financial Report for the period ended 30 June 2020 is contained in (Appendix ORD: 12.16B – Page 176 – Part 3) and consists of:

- Statement of Financial Activity by Program – including Net Current Assets (liquidity)
- Statement of Comprehensive Income by Nature and Type
- Notes to the Statement of Financial Activity:
 - * Note 1 Statement of Objectives
 - * Note 2 Explanation of Material Variances
 - * Note 3 Trust Funds
 - * Note 4 Reserve Funds
 - * Note 5 Statement of Investments
 - * Note 6 Accounts Receivable (Rates and Sundry Debtors)
 - * Note 7 Salaries and Wages
 - * Note 8 Rating Information
 - * Note 9 Borrowings
 - * Note 10 Budget Amendments

The Statement of Financial Activity shows operating revenue and expenditure by statutory program and also by nature and type, as well as expenditure and revenue from financing and investing activities - comparing actual results for the period with the annual adopted budget, the annual revised budget (incorporating changes adopted in the 2019/20 mid-year budget review) and the year-to-date revised budget. The previous year annual results are also included for information.

The Statement of Financial Activity includes the end-of-year surplus brought forward from 2018/19 of \$404,751, with a forecast surplus at 30 June 2020 of \$382,052.

The net current assets position at 30 June 2020 (details and graph on page 5 of the report) shows an improved net cash position when compared to the previous year. This is mainly due to inclusion of additional cash from sale of land and from a donation for sports facilities. This cash will ultimately be transferred to Reserve account and return the net unrestricted cash position to its usual trend.

Actual values for the year to date are compared to the year to date revised budget to present a percentage variance as well as the variance amount in Note 2 – Explanation of Material Variances. The minimum level adopted by Council to be used in the Statement of Financial Activity in 2019/20 for reporting material variances is 10% or \$50,000, whichever is greater.

Note 2 – Statement of Material Variances (pages 8 and 9 of the finance report) includes aspects of the recent sale of land on Council Drive. The cash has been received under the heading ‘Proceeds from Disposal of Assets’, however, the accounting records for the acquisition of the land asset and its subsequent disposal have not been completed as at the date of the report.

At this time, some of the impacts of Covid-19 are evident in some of the budget variances – specifically reduced revenue at Eaton Recreation Centre and emergency management costs incurred to safeguard both people and assets.

Note 4 – Reserve Accounts – the current balances included in the Reserve account statement do not include movements related to the capital works program for 2019/20. These will be finalised in the coming weeks as part of the year-end accounting and reconciliations.

Note 5 – Statement of Investments reports the current Council cash investments and measures the portfolio against established credit risk limits based on reputable credit ratings agencies and incorporated in the Council’s Investment Policy. The current investment of \$1.9M with BBB+ rated AMP Bank (15% of the total portfolio) exceeds the Investment Policy’s counterparty credit exposure limit of 10% due to the drawdown of other investment cash for operations. The investment is still compliant under the ‘grandfathering’ clause of the investment policy and will be reduced to within the portfolio policy limit at its next maturity in August 2020.

Note 9 – Borrowings. The current budget includes a loan of \$750,000 for the Wanju/Waterloo Industrial Park Developer Contribution Plans. The loan that was originally planned to be raised in June 2020 is now anticipated to be raised in January 2021.

Please note that although this financial report is for 30 June 2020, it is not the finalised annual accounts and is subject to end of year accrual adjustments, Reserve Account transfers and finally audit. It is anticipated that the annual financial statements will be presented to Council in December 2020 after completion of the audit.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Monthly Statement of Financial Activity (Appendix ORD: 12.16B) for the period ended 30 June 2020.

12.17 Title: Schedule of Paid Accounts as at 10 July 2020

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Jasmine Sillifant – Accounts Payable Officer</i>
<i>Legislation:</i>	<i>Local Government (Financial Management) Regulations 1996</i>

Overview

Council is presented the list of payments made from the Municipal, Trust and Reserve Accounts under delegation since the last Ordinary Council Meeting.

Background

Council delegates authority to the Chief Executive Officer annually:

- To make payments from Trust, Reserve and Municipal Fund;
- To purchase goods and services to a value of not more than \$200,000;
- To purchase goods and services for the Tax Office and other Government Agencies up to the value of \$300,000;
- To purchase goods and services for Creditors where an executed agreement or legal obligation exists which has prior Council endorsement.

Legal Implications

Local Government Act 1995

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

R12. Payments from municipal fund or trust fund, restrictions on making

- (1) *A payment may only be made from the municipal fund or the trust fund —*
 - (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
 - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*
- (2) *The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

S13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*

- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
- (a) *for each account which requires council authorisation in that month —*
- (i) *the payee's name; and*
- (ii) *the amount of the payment; and*
- (iii) *sufficient information to identify the transaction; and*
- (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under subregulation (1) or (2) is to be —*
- (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
- (b) *recorded in the minutes of that meeting.*

Strategic Community Plan

Strategy 1.3.2 - Monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)

Environment - None.

Precedents

Council endorses the Schedule of Paid Accounts at each Ordinary Council Meeting.

Budget Implications

All payments are made in accordance with the adopted annual budget.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Payments are checked to ensure compliance with Council's Purchasing Policy CP034 – Procurement Policy and processed in accordance with Policy CP035 – Payment of Accounts.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.17 – Page 193 – Part 3) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Schedule of Paid Accounts as at 10 July 2020
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.
	Reputational Non-compliance that results in a qualified audit can lead stakeholders to question the

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
	Council’s ability to manage finances effectively

Officer Comment

This is a schedule of ‘paid accounts’ - the accounts have been paid in accordance with Council’s delegation.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION

THAT Council receive the Schedule of Paid Accounts report from 6/06/2020 to 10/07/2020 as follows:

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
ELECTRONIC FUNDS TRANSFER					
EFT38547	11/06/2020	Advanced Traffic Management Wa P/L	Harris Road Traffic Management	MUNI	12,260.60
EFT38548	11/06/2020	All Aussie Truck And Bobcat Services	Cleanup Transfer Station 22/05/2020	MUNI	660.00
EFT38549	11/06/2020	Ausmic Environmental Industries	Ant Control At Millars Creek Lighting	MUNI	2,244.00
EFT38550	11/06/2020	Australia Post	Monthly Invoice Of Mail And Postage - May 2020	MUNI	552.54
EFT38551	11/06/2020	Barbara Rae	Uniform Reimbursement 2019/20	MUNI	54.09
EFT38552	11/06/2020	BCE Surveying Pty Limited	Pile Rd 4.54 Slk To 16.94 Slk - Vegetation Survey	MUNI	6,139.10
EFT38553	11/06/2020	Bluesteel Enterprises Pty Ltd	Oilver 66360 Wildland Fire Boot 180Mm, Composite Toe Cap, Size 9 With Zip Kits	MUNI	235.18
EFT38554	11/06/2020	Boyles Plumbing And Gas	Replacement Of Tap And Pipe On The Outside Of Little Theatre	MUNI	337.48
EFT38555	11/06/2020	Bunbury Harvey Regional Council	Waste & Organics Disposal June 2020	MUNI	11,617.22
EFT38556	11/06/2020	Bunbury Machinery	1 x Fresno Trowel	MUNI	58.99
EFT38557	11/06/2020	Bunbury Mower Service	New Blower - BR700	MUNI	1,315.10
EFT38558	11/06/2020	Bunnings Group Limited	3 Sheets Plywood, Tapes, Tec Screws For Signs	MUNI	345.03
EFT38559	11/06/2020	Carol Denise & Robert Charles Barbetti	Refund Of Infringement Notice 106310089 - Lot 2 Harris Road, Dardanup	MUNI	271.90
EFT38560	11/06/2020	Cecilia Muller	Uniform Reimbursement 2019/20	MUNI	45.00
EFT38561	11/06/2020	Cleanaway Solid Waste Pty Ltd	Waste Collection - May 2020	MUNI	13,447.57
EFT38562	11/06/2020	Construction Training Fund : BCITF	BCITF - May 2020	MUNI	975.84
EFT38563	11/06/2020	Dapco Tyre And Auto Centre	DA8673 - 70,000 Km Service & Replacement Battery	MUNI	637.00
EFT38564	11/06/2020	Dataline Visual Link Pty Ltd	Key Fobs X 25 For Eaton Administration Building	MUNI	406.73

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38565	11/06/2020	David Lovett	Uniform Reimbursement 2019/20	MUNI	363.85
EFT38566	11/06/2020	Department Of Mines, Industry, Regulations & Safety (Dmirs) - Bsl	Building Commission - May 2020	MUNI	2,642.89
EFT38567	11/06/2020	Erin Hutchins	Uniform Reimbursement 2019/20	MUNI	49.99
EFT38568	11/06/2020	Fit2Work	Monthly Invoice For Australian Employee Police Checks - May 2020	MUNI	38.39
EFT38569	11/06/2020	Fulton Hogan Industries Wa	1 Tonne Of Premix.	MUNI	194.10
EFT38570	11/06/2020	Gaylene Godfrey	Uniform Reimbursement 2019/20	MUNI	254.10
EFT38571	11/06/2020	Hays Tree Lopping	Remove Damaged Tree Collie River Rd	MUNI	2,200.00
EFT38572	11/06/2020	Howson Technical	Project Management - Harris Rd, Watson St, Blue Wren Dr - 16-30 April & 16 - 31 May	MUNI	9,718.50
EFT38573	11/06/2020	JCW Electrical Pty Ltd	Electrician To Reconnect BBQs For Public Use	MUNI	330.00
EFT38574	11/06/2020	JP Group - CPSS Pty Ltd	3 Monthly Lease Of Transfer Station At Lot 81 Banksia Road Dardanup	MUNI	3,095.13
EFT38575	11/06/2020	Kings Tree Care	Chip Fallen Green Waste And Remove Hangers From Trees - Burekup Oval - Remove Fallen Trees	MUNI	2,342.00
EFT38576	11/06/2020	Landgate	Monthly Charges and Provision Of Desktop Report - Market Valuation For Lot 601 Council Drive	MUNI	1,858.09
EFT38577	11/06/2020	Main Roads Western Australia	Rates Refund - 109 Martin-Pelusey Rd, Waterloo	MUNI	494.69
EFT38578	11/06/2020	Malatesta Road Paving And Hotmix	Supply And Instal IAsphalt - Hutchinson Road, Burekup	MUNI	51,016.00
EFT38579	11/06/2020	Marketforce	May Advertsing - EOI New Admin Building and Public Notice	MUNI	6,876.69
EFT38580	11/06/2020	Miranda Akerman	Uniform Reimbursement 2019/20	MUNI	99.80
EFT38581	11/06/2020	Niranjan Gauchan	Crossover Rebate (Lot 1327) 22 Myanore Way, Eaton	MUNI	265.00
EFT38582	11/06/2020	Onsite Rental Group	Hire Of Temporary Office Behind Eaton Admin Centre	MUNI	1,150.89

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38583	11/06/2020	P E Civil	Lift Tree Street Grates To Remove Dead Stumps, Loosen Bolts, Remove Grates - Excavates Stump Millbridge Blvd (7 Grates, 1 Stump)	MUNI	7,232.50
EFT38584	11/06/2020	Perfect Landscapes	Mowing - Week Commencing 25/05/2020	MUNI	6,776.00
EFT38585	11/06/2020	PFI Supplies	Cleaning Supplies - Eaton Admin Office	MUNI	181.00
EFT38586	11/06/2020	Porter Consulting Engineers Tusno Pty Ltd	Eaton Drive / Lavender Way / Blue Wren Drive - Engineering Design Documentation - 29/05/2020 Claim	MUNI	3,300.00
EFT38587	11/06/2020	Prime Supplies	Poly Woven Sand Bags	MUNI	82.50
EFT38588	11/06/2020	Promote You	Long Sleeve Polo Shirts And Logo Embroidery X 28	MUNI	1,232.00
EFT38589	11/06/2020	Sharon Janet Kathleen Armour	Dog Registration Refund - Sterilised	MUNI	51.67
EFT38590	11/06/2020	Social Pinpoint Pty Ltd	Social Pinpoint - Standard Subscription - April 2020 To April 2021	MUNI	10,978.00
EFT38591	11/06/2020	South West Fire	Servicing of Brigade Vehicles and Appliances	MUNI	17,653.26
EFT38592	11/06/2020	Suez Recycling And Recovery	Monthly Kerbside Recycling Processing - May 2020	MUNI	8,856.41
EFT38593	11/06/2020	Synergy	Electricity Account - Dardanup Oval. Lot 2 Crooked Brook, 44 Ferguson Road	MUNI	1,168.13
EFT38594	11/06/2020	Tara Louise Dillon	Uniform Reimbursement 2019/20	MUNI	29.97
EFT38595	11/06/2020	Telstra	Irridium 9555 Satelite Telephones - May 2020	MUNI	177.40
EFT38596	11/06/2020	The KP Collective	Vision 2050 - Stage 2 - Task 4A - Engagement	MUNI	11,187.00
EFT38597	11/06/2020	The Trustee For Gameau Family Trust	Live Q&A With Documentary Director Damon Gameau	MUNI	1,100.00
EFT38598	11/06/2020	Troy Williamson	Uniform Reimbursement 2019/20	MUNI	337.88
EFT38599	11/06/2020	Toll Transport	Postage & Freight - May 2020	MUNI	60.84
EFT38600	11/06/2020	Visimax Safety Products	Cat Trap, Plate Release- Replacement	MUNI	205.75
EFT38601	11/06/2020	Walga	Council Member Essentials Compulsory Training - 18 March 2020 - Understanding Financial Reports	MUNI	4,000.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38602	11/06/2020	Water Corporation	Water Use And Service Charges for Various Shire Sites	MUNI	11,898.15
EFT38603	11/06/2020	Woolworths Group Limited	Stock For Council Chambers Kitchen	MUNI	203.94
EFT38604	11/06/2020	Work Clobber	Owen Fenton - Steel Cap Boots x 2	MUNI	330.00
EFT38605	18/06/2020	Advanced Traffic Management Wa P/L	Traffic Management - Recreation Drive, Millard St & Ferguson Rd Projects	MUNI	2,750.00
EFT38606	18/06/2020	Amelia Kaitani	Umpire Recoup - 9/06/2020	MUNI	45.00
EFT38607	18/06/2020	Amy Helen Lawrence	Uniform Reimbursement - 2019/20	MUNI	76.64
EFT38608	18/06/2020	Aquila Food Forest	Sustainable Living - Online Workshop	MUNI	230.00
EFT38609	18/06/2020	Australian Tax Office	PAYG Withholding Week Ending 12/06/2020	MUNI	78,532.00
EFT38610	18/06/2020	BCE Surveying Pty Limited	Survey Services For Roadworks - Harris Road, Pile Road & Eaton Foreshore Path	MUNI	3,733.94
EFT38611	18/06/2020	Brandicoot	Monthly Web Hosting For Dardanup.wa.gov.au - May 2020	MUNI	906.98
EFT38612	18/06/2020	Brett Hodgson	Umpire Recoup - 10/06/2020	MUNI	88.00
EFT38613	18/06/2020	Bunbury Harvey Regional Council	Hook Bin Hire And Servicing - May 2020	MUNI	326.85
EFT38614	18/06/2020	Bunbury Holden	Repairs To DA9287 - Insurance Excess And Intake Manifold Cleaning	MUNI	1,500.00
EFT38615	18/06/2020	Bunbury Mower Service	MS 170 Oil Caps, 12' Bar Covers, Case For Damaged One (Leon)	MUNI	36.00
EFT38616	18/06/2020	Bunbury Plastics	Sneeze Screen Required For Office Reception	MUNI	783.20
EFT38617	18/06/2020	Bunnings Group Limited	Materials To Repair Eaton Hall Eaves, Maintenance Supplies	MUNI	729.75
EFT38618	18/06/2020	Bunbury Geographe Chamber Of Commerce And Industry	Destination Marketing & Promotion Of Shire Of Dardanup	MUNI	2,750.00
EFT38619	18/06/2020	Cameron Baker	Umpire Recoup - 10/06/2020	MUNI	88.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38620	18/06/2020	Capri Di Candilo	Umpire Recoup - 16/06/2020	MUNI	67.50
EFT38621	18/06/2020	Carbone Brothers Pty Ltd	50 Ton 100 MI Gravel Rock For Headwalls, Harris Rd	MUNI	2,035.00
EFT38622	18/06/2020	Carly Halls Photography	Front Porch Project - 9 May 2020 3 Hours At \$75 Per Hour	MUNI	225.00
EFT38623	18/06/2020	Cleanaway	Bin Repairs and Monthly Collections May 2020	MUNI	45,624.42
EFT38624	18/06/2020	Dapco Tyre And Auto Centre	DA005 4 New Tyres & Wheel Alignment & DA9406 Service	MUNI	1,401.77
EFT38625	18/06/2020	Dardanup Rural Supplies	Various Maintenance Items	MUNI	119.11
EFT38626	18/06/2020	Data #3 Limited	Acrobat Pro DC Team, Photoshop and In-Design Subscription, Monthly Microsoft 365 Subscription	MUNI	2,655.88
EFT38627	18/06/2020	David John Leek T/A Acefire	Service Of Fire Extinguisher And Fire Blanket 19-05-2020	MUNI	23.10
EFT38628	18/06/2020	Dell Australia Pty Ltd	Single Incident Parts Only - Fru Batteries For Notebooks	MUNI	355.30
EFT38629	18/06/2020	Diggers Club Of Wa Inc.	Refund On Debtor Account - 2019/20 Insurance Costs Waterloo Hall	MUNI	1,142.55
EFT38630	18/06/2020	Donna Bailye	Uniform Reimbursement - 2019/2020	MUNI	319.69
EFT38631	18/06/2020	Donna Bastow	Umpire Recoup - 10/06/2020	MUNI	88.00
EFT38632	18/06/2020	Ductworks Australia Bunbury & Busselton Air	Investigate And Recommendations For Infrastructure And Community Services Air Conditioning	MUNI	160.00
EFT38633	18/06/2020	Eaton Pet Vet	Large Animal Consult - After Hours Call (Livestock)	MUNI	423.00
EFT38634	18/06/2020	Eaton Toy Library	Community Grant R2 2019/2020 Payment	MUNI	1,000.00
EFT38635	18/06/2020	Eaton Vet Clinic	2019-2020 Animal Management Program (Sterilisation) - May 2020	MUNI	35.00
EFT38636	18/06/2020	Ellen Jane Hamer	Rates Refund - 17 Tulip Grove, Eaton	MUNI	514.56
EFT38637	18/06/2020	Erin Hutchins	Uniform Reimbursement 2019/20	MUNI	14.44
EFT38638	18/06/2020	Exetel Pty Ltd	Provision Of 200/200Mb Data Service To 1 Council Drive Eaton	MUNI	1,370.97

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38639	18/06/2020	Eaton - Australind Fire And Rescue Service	Reimbursement For Catering During Prescribed Burn	MUNI	134.45
EFT38640	18/06/2020	Ferguson Hall Management Committee Inc	Refund Of Credit On Debtor Account - 2019/20 Insurance Costs Ferguson Hall	MUNI	737.84
EFT38641	18/06/2020	Gaylene Godfrey	Uniform Reimbursement - 2019/2020	MUNI	27.97
EFT38642	18/06/2020	Grace Records Management	Bin Exchange And Records Management	MUNI	848.80
EFT38643	18/06/2020	Green Workz	Blast - Water Treatment	MUNI	328.90
EFT38644	18/06/2020	Hays Tree Lopping	Remove Trees - Harris Road	MUNI	2,420.00
EFT38645	18/06/2020	Heatleys	Hand Sanitiser - 2 Cartons Of 8 - 500ML Bottles	MUNI	696.26
EFT38646	18/06/2020	Howson Technical	Harris Road - Aboriginal Heritage Monitoring For Roadworks (Drainage And Earthworks) - 1/06/2020 - 5/06/2020	MUNI	4,059.00
EFT38647	18/06/2020	Hynes Contracting	Clean Up Storm Damage Call Out Ferguson Rd, Moore Rd, Richards Rd.	MUNI	2,200.00
EFT38648	18/06/2020	Hays Specialist Recruitment	Mr Malcolm Summers - Contract Planner Week Ending 7/06/2020	MUNI	2,094.42
EFT38649	18/06/2020	Ivc Computer Services	Cam Log-Web3 - Logitech Widescreen Hd 720P Autofocus Webcam C525 Noise Reducing Mic Pc/Mac	MUNI	740.00
EFT38650	18/06/2020	Illion Australia Pty Ltd (Tenderlink)	Tenderlink Subscription - May 2020	MUNI	715.00
EFT38651	18/06/2020	James Reilly	Uniform Reimbursement 2019/20	MUNI	305.00
EFT38652	18/06/2020	Jasmine Sillifant	Uniform Reimbursement - 2019/20	MUNI	99.99
EFT38653	18/06/2020	JCW Electrical Pty Ltd	Maintenance To Millars Creek Path Lights	MUNI	529.38
EFT38654	18/06/2020	Josie Phillips	Umpire Recoup - 16/06/2020	MUNI	67.50
EFT38655	18/06/2020	Jr & A Hersey Pty Ltd	Nitrile Gloves X 20	MUNI	586.08
EFT38656	18/06/2020	June Keil	Composting And Mulching - March	MUNI	100.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38657	18/06/2020	Jason Cartledge	Umpire Recoup - 10/06/2020	MUNI	88.00
EFT38658	18/06/2020	K & S Fencing	Supply And Install Materials To Reinstate Boundary Fences Affected By Culvert Works - Mountford Road	MUNI	4,643.10
EFT38659	18/06/2020	Kaitlyn O'Dea	Umpire Recoup - 8/06/2020 - 9/06/2020	MUNI	90.00
EFT38660	18/06/2020	Kathleen Hoult	Reimbursement For Purchase Of Gift	MUNI	62.00
EFT38661	18/06/2020	Kings Tree Care	Remove Hangers And Prune Verge Tree Adjacent To Shire Office	MUNI	462.00
EFT38662	18/06/2020	Kristin John Thompson	Rates Refund - 129 Padbury Rd, Dardanup West	MUNI	4,000.00
EFT38663	18/06/2020	Liam Yates	Uniform Reimbursement - 2019/20	MUNI	116.25
EFT38664	18/06/2020	Lisa Jackson Photography	The Front Porch Project - Photographer For 3 Eaton Sessions	MUNI	1,331.25
EFT38665	18/06/2020	Luke Benjamin Whitford	Refund Of Bond For Cat Cage Hire	MUNI	150.00
EFT38666	18/06/2020	Marketforce	Public Notice - Sale Of Lot 601 - West Australian Newspaper	MUNI	1,455.60
EFT38667	18/06/2020	Mcdonald Fencing	Fence Modifications To Suit New Crossover Alignment - Lot 24 Harris Road	MUNI	896.50
EFT38668	18/06/2020	Mcleods Barristers And Solicitors	Provision Of Legal Advice Regarding The Suez Contract As Authorised By The Ceo	MUNI	2,819.71
EFT38669	18/06/2020	MGM Bulk Pty Ltd	Deliver 350Tonne Of Mainroads Spec Gravel To Harris Road Laydown Area.	MUNI	11,704.43
EFT38670	18/06/2020	Officeworks Superstores Pty Ltd	Supplies For Workshops	MUNI	76.18
EFT38671	18/06/2020	P E Civil	Upgrade Existing Mineral Earth Fire Access Track To 3M Wide And 4M High	MUNI	2,358.99
EFT38672	18/06/2020	Paxon Consulting Group Pty Ltd	Revised Scope Of Work - Business Plan Review - New Administration & Library Building	MUNI	2,970.00
EFT38673	18/06/2020	Perfect Landscapes	Mowing - Week Commencing 8/06/2020	MUNI	4,389.00
EFT38674	18/06/2020	Peta Nolan	Uniform Reimbursement 2019/2020	MUNI	125.92
EFT38675	18/06/2020	Promote You	Embroidery Of Staff Uniforms	MUNI	69.30

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38676	18/06/2020	Peter Jackson	Uniform Reimbursement - 2019/2020	MUNI	100.00
EFT38677	18/06/2020	Raelene Tedd	Umpire Recoup - 8/06/2020 & 9/06/2020	MUNI	67.50
EFT38678	18/06/2020	Rhianna Kathleen Scheffner	Uniform Reimbursement - 2019/20	MUNI	69.99
EFT38679	18/06/2020	SMR Psychology	Employee Assistance Program	MUNI	748.00
EFT38680	18/06/2020	Sos Office Equipment	Photocopier Meter Reading - May 2020	MUNI	3,042.56
EFT38681	18/06/2020	Spencer Signs	Supply And Install Ferguson Valley Tourist Signs - 50% Deposit	MUNI	60,839.35
EFT38682	18/06/2020	Stewart Parkinson	Reimbursement Of Witness Summons - Peter Jackson	MUNI	20.00
EFT38683	18/06/2020	Sudhanshu Mishra	Reimbursement - Fuel For Loan Vehicle	MUNI	40.00
EFT38684	18/06/2020	Synergy	Townsite Street Lights - 04/05/2020 - 2/06/2020	MUNI	29,215.14
EFT38685	18/06/2020	Safety Barriers Wa	Supply Labour And Materials To Extend W-Beam Guardrail On Recreation Drive, Eaton	MUNI	4,593.36
EFT38686	18/06/2020	South West Removals And Storage	Relocation Of Gym Equipment 5.75 Hrs	MUNI	747.50
EFT38687	18/06/2020	Taylor Anderson	Umpire Recoup - 10/06/2020	MUNI	66.00
EFT38688	18/06/2020	Taylor Burrell Barnett	Community Engagement & Advice - Tourism Encouragement Precinct	MUNI	7,667.00
EFT38689	18/06/2020	Telstra	Dardanup Office Fax	MUNI	123.09
EFT38690	18/06/2020	The Photography And Film Boutique	The Front Porch Project - Community Project Rate \$75 Per Hour For Session And Editing	MUNI	550.00
EFT38691	18/06/2020	Therese Price	Umpire Recoup - 9/06/2020, 15/06/2020 & 16/06/2020	MUNI	157.50
EFT38692	18/06/2020	Tina Ralph	Refund Of Hall Hire Bond	MUNI	540.00
EFT38693	18/06/2020	Toni Hotchin	Umpire Recoup - 8/06/2020 - 16/06/2020	MUNI	202.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38694	18/06/2020	Trevors Bunbury Pty Ltd	Supply And Installation To ERC Gym Of Regupol "Berlin" 8Mm Flooring	MUNI	32,835.00
EFT38695	18/06/2020	Tutt Bryant Hire	Hire Of 3.5 Ton Digger 30/04/2020 - 31/05/2020	MUNI	6,533.57
EFT38696	18/06/2020	Therma Guard	Superthem Lite Blanket Including Red Storage Bag	MUNI	285.78
EFT38697	18/06/2020	Toll Transport	Postage & Freight - Stratgreen And Fire & Safety	MUNI	49.67
EFT38698	18/06/2020	Vanessa Rose Black	Umpire Recoup - 8/06/2020 & 15/06/2020	MUNI	112.50
EFT38699	18/06/2020	Viva Aerial Dance	Online Juggling Workshop - April	MUNI	150.00
EFT38700	18/06/2020	West Australian Newspapers Ltd	South West Times - Public Notice - Local Law Review 14-05-2020	MUNI	334.10
EFT38701	18/06/2020	Woolworths Group Limited	Items For Meeting - Platter	MUNI	105.58
EFT38702	18/06/2020	Work Clobber	PPE - Waterproof Jacket & Boots	MUNI	286.20
EFT38703	18/06/2020	WSP Australia Pty Ltd	Banksia Rd Landfill - Groundwater Monitoring 2 FY 2019/20 As Per Contract Con-F0164697	MUNI	5,344.90
EFT38704	18/06/2020	Western Australian Rangers Association Inc	Registration 2 Days WA Rangers Professional Development Conference 2019 & Awards Dinner	MUNI	679.00
EFT38705	18/06/2020	Zoe Hill	Umpire Recoup 9-06-2020 & 16/06/2020	MUNI	90.00
EFT38706	29/06/2020	Advanced Traffic Management WA P/L	Supply Traffic Management (20 Days) - 28/05/2020	MUNI	6,545.00
EFT38707	29/06/2020	All Aussie Truck And Bobcat Services	Remove Clay From Ferguson Cemetery - Back Fill Grave Garvey Rd Cemetery.	MUNI	1,980.00
EFT38708	29/06/2020	AUSQ Training	Basic Worksite Traffic Management (BWTM) & Traffic Controller (TC) Courses	MUNI	766.00
EFT38709	29/06/2020	Australian Red Cross Society	Training - Supporting Communities During Covid-19 X 17 @ \$128.00 Per Person	MUNI	2,176.00
EFT38710	29/06/2020	Australind Glass	Sliding Window To Replace Fixed Panel In Rangers Office	MUNI	565.00
EFT38711	29/06/2020	Boab Community Consulting	CEO Annual Performance Review & Reports	MUNI	2,475.00
EFT38712	29/06/2020	Boyanup Botanical	Juncus Pallidus Shier Rise	MUNI	925.12

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38713	29/06/2020	Bozbuilt Trailers	1 x Ball Kit For Tipper	MUNI	900.00
EFT38714	29/06/2020	Brett Hodgson	Umpire Recoup - 17 June 2020	MUNI	88.00
EFT38715	29/06/2020	Bunbury Auto One	20L Degreaser, Trailer Plug Parts, Plant Jump ,Leads	MUNI	207.65
EFT38716	29/06/2020	Bunbury Bearings	Trailer Jockey Wheels 2	MUNI	209.00
EFT38717	29/06/2020	Bunbury Holden	Rear Brakes Overhaul As Per Verbal Quote At Time Of Vehicle Service	MUNI	2,600.46
EFT38718	29/06/2020	Bunbury Mower Service	Parts For Honda Mower, Whipper Snipper, Hedger, And Pole Saw Repairs.	MUNI	535.10
EFT38719	29/06/2020	Bunnings Group Limited	Replacement Drill Battery And Parts For Trailer Repair	MUNI	291.58
EFT38720	29/06/2020	Bushfire Solutions South West	BAL Assessment - Eaton Bowling Club Room	MUNI	380.00
EFT38721	29/06/2020	Brian Fisher Fabrication	Supply and Install W-Beam Guardrail - Pile Road	MUNI	61,644.00
EFT38722	29/06/2020	Bunbury City Glass	ERC - Window Replacement - School Office	MUNI	197.85
EFT38723	29/06/2020	Cameron Baker	Umpire Recoup - 17 June 2020	MUNI	44.00
EFT38724	29/06/2020	Capri Di Candilo	Umpire Recoup - 23 June 2020	MUNI	45.00
EFT38725	29/06/2020	Carmel Boyce	Meeting Attendance & ICT Allowance	MUNI	1,158.88
EFT38726	29/06/2020	Combined Team Services	OSH Rep Training Course For Melanie Ring	MUNI	995.00
EFT38727	29/06/2020	Cuprum Distillery	10L Hand Santiser - Brigades	MUNI	1,199.00
EFT38728	29/06/2020	Caltex Energy WA	Fuel	MUNI	316.17
EFT38729	29/06/2020	Dapco Tyre And Auto Centre	30,000Km Service Toyota Prado (DA017)	MUNI	490.53
EFT38730	29/06/2020	Department Of Fire And Emergency Services	2019/20 ESL Quarter 4 Contribution	MUNI	69,005.80
EFT38731	29/06/2020	Donna Bastow	Umpire Recoup - 17 June 2020	MUNI	88.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38732	29/06/2020	Dx Print Group Pty Ltd	Business Cards For Miranda, Rachel, Melanie And Isabel	MUNI	418.00
EFT38733	29/06/2020	Darryl Fishwick	Umpire Recoup - 17 June 2020	MUNI	66.00
EFT38734	29/06/2020	Eve Yoga	ERC - Vinyasa Yoga - Wednesday 6.15pm	MUNI	120.00
EFT38735	29/06/2020	Forestvale Trees Pty Ltd	Agonis Flexuosa In 35L	MUNI	1,072.50
EFT38736	29/06/2020	Fulton Hogan Industries Wa	1 X Tonne Of Premix	MUNI	418.00
EFT38737	29/06/2020	Geographe Community Landcare Nursery Inc.	Trees For Planting 2020	MUNI	9,078.00
EFT38738	29/06/2020	Growise	150 Green Guards For Planting	MUNI	426.20
EFT38739	29/06/2020	Holcim Australia Pty Ltd	Supply 1 Mtre Red Cocrete To Millbridge Bvd	MUNI	805.60
EFT38740	29/06/2020	Insight Enterprises Australia Pty Ltd	Microsoft Azure Credits For Councillor Portal	MUNI	2,750.00
EFT38741	29/06/2020	Janice Patricia Dow	Meeitng Attendance & ICT Allowance	MUNI	1,158.88
EFT38742	29/06/2020	JCW Electrical Pty Ltd	Lighting Upgrades To Dardanup Hall	MUNI	3,588.20
EFT38743	29/06/2020	Josie Phillips	Umpire Recoup - 22 & 23 June 2020	MUNI	90.00
EFT38744	29/06/2020	Jason Cartledge	Umpire Recoup - 17 June 2020	MUNI	66.00
EFT38745	29/06/2020	Kaitlyn O'Dea	Umpire Recoup - 23 June 2020	MUNI	45.00
EFT38746	29/06/2020	Karyn Rowe	Umpire Recoup - 22 & 23 June 2020	MUNI	90.00
EFT38747	29/06/2020	Kings Tree Care	Remove Hangers And Prune To Damage - Burekup Rail Reserve	MUNI	2,662.00
EFT38748	29/06/2020	Leschenault Community Nursery Inc	Bossiea Eriocarpa Pratt Road	MUNI	940.00
EFT38749	29/06/2020	Luke Davies	Meeting Attendance & ICT Allowance	MUNI	1,158.88
EFT38750	29/06/2020	Madman Entertainment	Licence To Screen 2040 Documentary Online To Audience Of 70	MUNI	565.40

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38751	29/06/2020	Malatesta Road Paving And Hotmix	250 Ltrs Emulsion	MUNI	400.00
EFT38752	29/06/2020	Mark Richard Hutchinson	Meeting Attendance & ICT Allowance	MUNI	1,158.92
EFT38753	29/06/2020	Marketforce	Advertising - New Council Policy CP091 - 7 May 2020	MUNI	541.95
EFT38754	29/06/2020	Mckayhla Pomare	Umpire Recoup - 17 June 2020	MUNI	44.00
EFT38755	29/06/2020	Michael Bennett	Local Government Allowance, Meeting Attendance & ICT Allowance	MUNI	3,838.25
EFT38756	29/06/2020	Muscle Worx Pty Ltd	ERC - Purchase Of Supplement Goods	MUNI	780.00
EFT38757	29/06/2020	Natalie Hopkins	Uniform Reimbursement - 2019/20	MUNI	199.93
EFT38758	29/06/2020	Natural Area Consulting Management Services	Undertake Work Outlined In Fire Mitigation Chemical Control Works	MUNI	15,357.38
EFT38759	29/06/2020	Office Line	4 x Dura Retractable Barrier Chrome Pole And 2M Black Belt + Delivery	MUNI	1,034.00
EFT38760	29/06/2020	P E Civil	Cormo Court, Eaton - Slashing Of Fire Access Tracks (2.8 Ha)	MUNI	3,795.00
EFT38761	29/06/2020	Patricia Perks	Meeting Attendance & ICT Allowance	MUNI	1,158.88
EFT38762	29/06/2020	Perfect Landscapes	Mowing	MUNI	2,387.00
EFT38763	29/06/2020	Peter Robinson	Local Government Allowance, Meeting Attendance & ICT Allowance	MUNI	1,697.76
EFT38764	29/06/2020	PFI Supplies	Cleaning Supplies - Eaton Admin Office	MUNI	964.75
EFT38765	29/06/2020	Pragdiggi Solutions	Sharepoint Migration 2013 - 2019	MUNI	6,630.00
EFT38766	29/06/2020	Raelene Tedd	Umpire Recoup - 23 June 2020	MUNI	45.00
EFT38767	29/06/2020	Shire Of Donnybrook Balingup	Reimbursement Of 50% Of Costs For South West Regional Waste Group Project Officer 19/20	MUNI	538.96
EFT38768	29/06/2020	Signs Plus	Name Badge Order For Marisa, Maddie, Rachel, Isabel, Melanie	MUNI	74.10
EFT38769	29/06/2020	Southern Lock And Security	Dardanup Hall Disabled Toilet Door Keyed As The Front Hall Doors	MUNI	131.25

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38770	29/06/2020	St John Ambulance Western Australia Ltd	First Aid 1 Day Course - Brigades	MUNI	658.00
EFT38771	29/06/2020	Stacey Gillespie	Meeting Attendance & ICT Allowance	MUNI	1,158.92
EFT38772	29/06/2020	Stewart And Heaton Clothing Company Pty Ltd	PPE For Waterloo Brigade - Jakets & Trousers	MUNI	822.06
EFT38773	29/06/2020	Taylor Anderson	Umpire Recoup - 17 June 2020	MUNI	88.00
EFT38774	29/06/2020	Telstra	Telephone And Various Lines For Eaton Admin Centre - Includes Directory Charges And Link To Library	MUNI	5,663.75
EFT38775	29/06/2020	The Workwear Group	Uniforms For Teresa Partridge - 2 Shirts, 1 Skirt	MUNI	292.01
EFT38776	29/06/2020	Therese Price	Umpire Recoup - 22 June 2020	MUNI	67.50
EFT38777	29/06/2020	Toni Hotchin	Umpire Recoup - 22 & 23 June 2020	MUNI	112.50
EFT38778	29/06/2020	Total Eden Pty Ltd	Part For Rectiulation Repairs - Millbridge - Quote 20335766	MUNI	155.22
EFT38779	29/06/2020	Traffic Force	Generic Traffic Management Plan For Controlled Burns (Revised)	MUNI	418.00
EFT38780	29/06/2020	Trevors Bunbury Pty Ltd	Erc - Extra Labour For Saturday Installation	MUNI	1,320.00
EFT38781	29/06/2020	Tyrrell Gardiner	Meeting Attendance & ICT Allowance	MUNI	1,158.88
EFT38782	29/06/2020	Veolia Environmental Services (Australia) Pty Ltd	Clean Out Blocked Storm Drain	MUNI	1,113.20
EFT38783	29/06/2020	Weathersafe Wa	Dismantle 7 X Shade Sail - Lofthouse Park	MUNI	4,060.00
EFT38784	29/06/2020	Winc Australia Pty Ltd	Stationery Order - Eaton Community Library	MUNI	95.41
EFT38785	29/06/2020	WML Consultants	Consuling Fees For The Preperation Of Black Spot Submissions In 2020	MUNI	1,870.00
EFT38786	29/06/2020	Wood And Grieve Engineers	Provision Of Services For The Design Of Harris Road Upgrades In Accordance With Submission	MUNI	11,551.10
EFT38787	29/06/2020	Woolworths Group Limited	ERC - Cafe Stock	MUNI	346.98

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38788	29/06/2020	Work Clobber	Steel Cap Boots - Luke Botica	MUNI	174.60
EFT38789	29/06/2020	Wren Oil	Remove Waste Oil	MUNI	379.50
EFT38790	29/06/2020	Shire Of Dardanup	Reimburse For Ferguson Valley & Wellington Mills Marketing Plan From Tourism WA Trust Funds	TRUST	55,308.50
EFT38791	03/07/2020	21 Graphic Design Pty Ltd	Monthly Graphic Design And Creation Of Artwork For Community News - May 2020	MUNI	198.00
EFT38792	03/07/2020	A1 Sign Shop	Re-Brand Signage - 5.4M X 1 M Sailtrack Banner On Front Wall (Black Background)	MUNI	2,277.37
EFT38793	03/07/2020	Access Wellbeing Services	Eap Counselling Sesiions - May 2020	MUNI	660.00
EFT38794	03/07/2020	Anita Sewell	2019/20 Uniform Reimbursement	MUNI	224.45
EFT38795	03/07/2020	Ash Chowdhury	2019/20 Uniform Reimbursement	MUNI	381.92
EFT38796	03/07/2020	Australian Tax Office	PAYG Withholding Fortnight Ending 26-06-2020	MUNI	79,803.00
EFT38797	03/07/2020	Axio Maintenance And Construction	ERC - Strip Gym Flooring	MUNI	1,232.00
EFT38798	03/07/2020	Axis Roofing	Carry Out The Temporary Rectification Repairs To The Danpalon Sheeting On Three (3) Sides ERC	MUNI	30,724.10
EFT38799	03/07/2020	Baskin Robbins	2019/20 Quick Response Grant	MUNI	2,750.00
EFT38800	03/07/2020	Boyanup Botanical	2019/20 Planting	MUNI	6,132.62
EFT38801	03/07/2020	Boyles Plumbing And Gas	Backflow Testing - Brooksy Place - RPZD Device	MUNI	330.33
EFT38802	03/07/2020	Brett Hodgson	Umpire Recoup 24/06/2020	MUNI	110.00
EFT38803	03/07/2020	Bunbury Holden	Replace Suction Control Valve And Fuel Filters To DA9287(Insurance Claim)	MUNI	2,579.03
EFT38804	03/07/2020	Bunbury Machinery	Hire Of Concrete Grinder For Footpath At Carramar Park.	MUNI	156.67
EFT38805	03/07/2020	Bunnings Group Limited	Tools And Parts For Tractor Mower Repairs	MUNI	346.85

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38806	03/07/2020	Burekup Bush Fire Brigade	Reimbursement For Eligible Items As Per LGGGS Agreement	MUNI	2,771.32
EFT38807	03/07/2020	Cameron Baker	Umpire Recoup 24/06/2020	MUNI	66.00
EFT38808	03/07/2020	Caroline Mears	Online Chair Yoga Sessions x4 - May	MUNI	260.00
EFT38809	03/07/2020	Chubb Fire And Security	Alarm Monitoring For Eaton Admin Centre	MUNI	263.42
EFT38810	03/07/2020	Clark Rubber	3 x Pool Noodles	MUNI	14.85
EFT38811	03/07/2020	Cleanaway Solid Waste Pty Ltd	Monthly Kerbside Waste Collection	MUNI	15,390.56
EFT38812	03/07/2020	Clickspot Pty Ltd	Caldigit - Usb-C Pro Dock With 0.7 M Cable	MUNI	375.34
EFT38813	03/07/2020	Coates Civil Consulting Pty Ltd	QUO-F0151270 Engineering Design Works For Pile Road	MUNI	30,195.00
EFT38814	03/07/2020	Connect Call Centre Services	After Hours Call Centre Service - May 2020	MUNI	669.96
EFT38815	03/07/2020	Data #3 Limited	Acrobat Pro Dc T1 EDO - 65286691 - Walga Adobe EtlA Agreement Pricing	MUNI	6,162.73
EFT38816	03/07/2020	Denise Marianne Stoltenberg	Rates Refund - 16 Lusitano Ave, Eaton	MUNI	2,445.08
EFT38817	03/07/2020	Deputec Pty Ltd	ERC - Deputy Roster Software 2019/2020	MUNI	74.09
EFT38818	03/07/2020	Discover Deadly	Walk On The Wildside - 4 April 2020 - Discover Deadly Interactive Display	MUNI	325.00
EFT38819	03/07/2020	Donna Bastow	Umpire Recoup 24/06/2020	MUNI	88.00
EFT38820	03/07/2020	Eaton Pet Vet	Feline Euth & Burial - Feral Cat	MUNI	75.00
EFT38821	03/07/2020	Eaton Primary School P & C Association	2019/20 Quick Response Grant	MUNI	355.33
EFT38822	03/07/2020	Ella Geluk-Howarth	2019/20 Uniform Reimbursement	MUNI	309.34
EFT38823	03/07/2020	Elliotts Irrigation Pty Ltd	Millbridge Lake Iron Filter Maintenance	MUNI	876.70
EFT38824	03/07/2020	Evolving Soul Wellness	2019/20 Quick Response Grant	MUNI	1,558.00
EFT38825	03/07/2020	Eaton - Australind Fire And Rescue Service	3772 & 3773 - Controlled Burn, Lofthouse Reserve, Eaton	MUNI	2,544.48

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38826	03/07/2020	Ferguson Farmstay	2019/20 Quick Response Grant	MUNI	2,500.00
EFT38827	03/07/2020	Fit Right Sit Tight	2019/20 Quick Response Grant	MUNI	2,000.00
EFT38828	03/07/2020	Ford And Doonan - Bunbury And Busselton	Split System Air Conditioner For Eaton Office - Community Services	MUNI	4,320.00
EFT38829	03/07/2020	Gareth Webber	2019/20 Uniform Reimbursement	MUNI	388.75
EFT38830	03/07/2020	Gas - It Pipe Contracting	Location Of Telstra Services - Northern Side Of Russell Road, Burekup	MUNI	715.00
EFT38831	03/07/2020	Gelinde Hiltrud Ronk	Pro-Rata Refund Of Membership Fees Up To 30/06/2020	MUNI	442.31
EFT38832	03/07/2020	Hayley Marie Webb	Refund Of Request For Building Plans Fee	MUNI	41.00
EFT38833	03/07/2020	Hays Tree Lopping	Remove 2 Dead Trees - Harris Road	MUNI	3,300.00
EFT38834	03/07/2020	Heartwood Timber Designs	Quick Response Grant 2019/20	MUNI	2,337.60
EFT38835	03/07/2020	Heatleys	Clear Safety Glasses	MUNI	313.90
EFT38836	03/07/2020	Hooleys Catering Company	Catering For 24 June 2020 Council Meeting Dinner	MUNI	720.00
EFT38837	03/07/2020	Hynes Contracting	Shift Dirt To Install Gate And Bollards For Access To Fire Track Behind Bethanie Fields	MUNI	935.00
EFT38838	03/07/2020	Hays Specialist Recruitment	Contract Planner - Malcolm Sommers - Week Ending 31/05/2020	MUNI	7,600.74
EFT38839	03/07/2020	Ian Graeme Smith	Rates Refund - 3 Cormorant Ent, Eaton	MUNI	23.72
EFT38840	03/07/2020	ID Consulting Pty Ltd	Annual Subscription Fee - June 2020 - June 2021 - Population Forecasting	MUNI	14,300.00
EFT38841	03/07/2020	J A K Civil Pty Ltd	Supply Materials And Construct Culvert 3694A - Mountford Road, Crooked Brook	MUNI	21,465.97
EFT38842	03/07/2020	Jade Begovic	Umpire Recoup 30/06/2020	MUNI	45.00
EFT38843	03/07/2020	Jasmine Sillifant	2019/20 Uniform Reimbursement	MUNI	159.96

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38844	03/07/2020	Jim'S Test And Tag	Supply And Install Parts And Equipment	MUNI	3,875.49
EFT38845	03/07/2020	Jo Jingles South West	Early Learning Sessions At Eaton Community Library - June 2020	MUNI	4,752.00
EFT38846	03/07/2020	Josie Phillips	Umpire Recoup 30/06/2020	MUNI	45.00
EFT38847	03/07/2020	Jason Cartledge	Umpire Recoup 24/06/2020	MUNI	66.00
EFT38848	03/07/2020	Kahlia Yoga	2019/20 Quick Response Grant	MUNI	1,442.65
EFT38849	03/07/2020	Kaitlyn O'Dea	Umpire Recoup 30/06/2020	MUNI	45.00
EFT38850	03/07/2020	Karyn Rowe	Umpire Recoup 30/06/2020	MUNI	45.00
EFT38851	03/07/2020	Kathleen Hoult	2019/2020 Uniform Reimbursement	MUNI	309.45
EFT38852	03/07/2020	Kenny Pomare	Umpire Recoup 24/06/2020	MUNI	44.00
EFT38853	03/07/2020	Kent Lyon Architect	Eaton Bowling Club - Tender Document Preperation	MUNI	12,408.00
EFT38854	03/07/2020	Kings Tree Care	Remove Severely Decayed Marri And Grind Stump - Burekup Skate Park	MUNI	6,930.00
EFT38855	03/07/2020	Les Mills Asia Pacific	Monthly Licence Fees - June 2020	MUNI	160.61
EFT38856	03/07/2020	Local Government Professionals Australia WA	Ignite Management Program - 24-26 August 2020 - Erin Hutchins	MUNI	2,320.00
EFT38857	03/07/2020	Malatesta Road Paving And Hotmix	Supply And Lay Dense Grade Asphalt (Approx. 2,000M2 @ 40Mm Thick) - Ferguson Road	MUNI	72,323.00
EFT38858	03/07/2020	Mckayhla Pomare	Umpire Recoup 24/06/2020	MUNI	66.00
EFT38859	03/07/2020	Monitored Electronics	ERC - Duress Alarm System Monitoring 01-07-2020 To 30-09-2020	MUNI	57.20
EFT38860	03/07/2020	Moya Cathryn Longbottom	Partial Refund Of Membership Fees Paid Upfront On 16/09/2019 - Cancelled Due To Covid-19	MUNI	362.37
EFT38861	03/07/2020	Natural Area Consulting Management Services	Undertake Work Outlined In Fire Mitigation Chemical Control Works RFQ 2020 To Reduce Fire Risk In Natural Areas	MUNI	25,502.63
EFT38862	03/07/2020	Nutrien Ag Solutions	Glyphosate 20L - Agra Force Turf Special 25Kg	MUNI	3,062.40

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38863	03/07/2020	Officeworks Superstores Pty Ltd	2020/21 Diaries And Planners	MUNI	152.67
EFT38864	03/07/2020	P E Civil	Cemetery Reserve, Garvey Rd, West Dardanup - Upgrade Existing Mineral Earth Fire Access Track	MUNI	5,874.00
EFT38865	03/07/2020	Parks And Leisure Australia	Rachel O'Donoghue - International Masterclass - The Therapeutic Benefits Of Parks And Open Spaces	MUNI	38.50
EFT38866	03/07/2020	Paul Dennis	Refund Of Cat Cage Bond	MUNI	150.00
EFT38867	03/07/2020	Pegasus Veterinary Services	2019/20 Quick Response Grant	MUNI	2,750.00
EFT38868	03/07/2020	Pirtek Bunbury	Caps For Hydrauliq Hose Connectors.	MUNI	96.45
EFT38869	03/07/2020	Promote You	Embroidery Of Staff Uniforms	MUNI	207.90
EFT38870	03/07/2020	Pragdigi Solutions	Sharepoint Migration 2013 - 2019	MUNI	4,150.00
EFT38871	03/07/2020	Raelene Tedd	Umpire Recoup 25/06/2020 & 29/06/2020	MUNI	90.00
EFT38872	03/07/2020	Raymond Pryce	2019/20 Uniform Reimbursement	MUNI	209.79
EFT38873	03/07/2020	Sanity Bunbury	Book Stock And Dvds	MUNI	200.00
EFT38874	03/07/2020	Seashore Engineering	Collie River Erosion Control Management Plan Quoted Works (See Rfq)	MUNI	19,228.80
EFT38875	03/07/2020	Shire Of Boddington	Industry Road Safety Alliance - South West Membership For 12 Months Ending 31-12-2020	MUNI	3,300.00
EFT38876	03/07/2020	SMR Psychology	Employee Assistance Program - 25/06/2020	MUNI	561.00
EFT38877	03/07/2020	Sonya Williams	2019/20 Uniform Reimbursement	MUNI	200.20
EFT38878	03/07/2020	South Regional Tafe	Auschem Reaccreditation - Owen Fenton	MUNI	838.20
EFT38879	03/07/2020	South West Aboriginal Medical Service	2019/2020 Quick Response Grant	MUNI	880.00
EFT38880	03/07/2020	South West Compressors	Service & Repairs To JBS Compressor, Air Filter & Oil Plus 1 Nitto Coupling	MUNI	196.78
EFT38881	03/07/2020	South West Fire	Service Brigade Vehices and Appliances	MUNI	30,447.54

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38882	03/07/2020	South West Tree Safe	Pruning Of Cracked Tree Branches - Gnomesville	MUNI	660.00
EFT38883	03/07/2020	Southern Lock And Security	ERC - Repair Glass Sliding Door Not Locking Properly. Supply And Fit 2X Bilocks To Toilet Doors	MUNI	379.18
EFT38884	03/07/2020	Southwest Ventures T/A Geographe Ford/Bunbury Hyundai	Purchase Ford Ranger 2020 - DA810 - As Per RFT F0164673	MUNI	23,916.55
EFT38885	03/07/2020	St John Ambulance Western Australia Ltd	Replacement First Aid Kit For Stolen Kit At Shire Refuse Facility	MUNI	145.00
EFT38886	03/07/2020	Staley Food And Packaging	1Km Mesh Tube Netting - Red	MUNI	71.50
EFT38887	03/07/2020	Stratagreen	Jarrah Stakes 50X50X2100	MUNI	1,945.20
EFT38888	03/07/2020	Sunny Industrial Brushware	Supply 1X Tractor Broom, And 2 X Boot Brushes Deliverd To Dardanup Depot. As Per Quote.	MUNI	1,076.46
EFT38889	03/07/2020	Synergy	Various Electricity Accounts 19/05/2020 - 15/06/2020	MUNI	7,181.69
EFT38890	03/07/2020	Taylor Anderson	Umpire Recoup 24/06/2020	MUNI	44.00
EFT38891	03/07/2020	Terrywhite Chemmart Eaton	10 X Surgical Face Masks	MUNI	36.89
EFT38892	03/07/2020	The Workwear Group	Uniforms For Teresa Partridge - 1 Shirt	MUNI	71.20
EFT38893	03/07/2020	Therese Price	Umpire Recoup 29/06/2020	MUNI	45.00
EFT38894	03/07/2020	Toni Hotchin	Umpire Recoup 25/06/2020 & 29/06/2020	MUNI	112.50
EFT38895	03/07/2020	Total Calibration Pty Ltd	5 Hours Of Training For Hr In Lanteria Quiz Builder - 2019/20	MUNI	657.89
EFT38896	03/07/2020	Totally Workwear	Work Boots - Hard Yakka Neo 1.0 - Size 11	MUNI	148.50
EFT38897	03/07/2020	Toll Transport	Postage & Freight - Stratagreen	MUNI	286.06
EFT38898	03/07/2020	Undercover SW	Laser Tag - Two Sessions - October School Holidays	MUNI	500.00
EFT38899	03/07/2020	Veolia Environmental Services (Australia) Pty Ltd	Road Sweeping At Schedule Of Rates Detailed In Submission Dated 4/11/19 (Quo-F0154167).	MUNI	8,351.20

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38900	03/07/2020	Vicki Pretorius	2019/20 Uniform Reimbursement	MUNI	194.70
EFT38901	03/07/2020	Water Corporation	Water Use And Service Charges For Eaton Recreation Centre 1/05/2020 - 30/06/2020	MUNI	537.26
EFT38902	03/07/2020	West Australian Mechanical Services Pty Ltd	ERC - Aircon Service March 2020 - Aircon 3 (Quarterly Maintenance)	MUNI	522.50
EFT38903	03/07/2020	Western Australia Treasury Corporation	Loan 69 - Glen Huon Sports Pavilion	MUNI	38,928.40
EFT38904	03/07/2020	Western Power	270 Panizza Rd, Dardanup - Prune 15 Taped Trees For P/Line Clearance	MUNI	2,096.38
EFT38905	03/07/2020	Winc Australia Pty Ltd	Stationery Order - Eaton Admin	MUNI	744.78
EFT38906	03/07/2020	Woolworths Group Limited	Stock For Staff Kitchen	MUNI	375.57
EFT38907	03/07/2020	Willow Bridge Estate	2019/20 Quick Response Grant	MUNI	1,735.60
EFT38908	03/07/2020	Zoe Hill	Umpire Recoup 29/06/2020	MUNI	67.50
EFT38909	09/07/2020	3 E Consulting Engineers Pty Ltd	Eaton Drive / Blue Wren Roundabout - Lighting Design - As Per Quotation	MUNI	1,320.00
EFT38910	09/07/2020	Advanced Traffic Management Wa P/L	Traffic Control For Drainage Works - Henty Road	MUNI	2,602.60
EFT38911	09/07/2020	Alternattech	2019/20 Quick Response Grant	MUNI	1,238.45
EFT38912	09/07/2020	Amelia Kaitani	Umpire Recoup 7/07/2020	MUNI	45.00
EFT38913	09/07/2020	Amity Signs	T Sign And Chevron For Intersections	MUNI	805.20
EFT38914	09/07/2020	Ausmic Environmental Industries	Carry Out Termite Treatment To Timber Bridge #3665 - Recreation Road And Timber Bridge #3677 Clifton Road	MUNI	440.00
EFT38915	09/07/2020	AUSQ Training	Basic Worksite Traffic Management (BWTM) & Traffic Controller (TC) Reaccreditation - Bonnie Graham	MUNI	339.00
EFT38916	09/07/2020	Australia Post	Monthly Invoice Of Mail And Postage - June 2020	MUNI	781.04
EFT38917	09/07/2020	Australian Institute Of Building Surveyors	AIBS Membership Renewal - Peter Jackson	MUNI	600.00
EFT38918	09/07/2020	BCE Surveying Pty Limited	Eaton Drive - Blue Wren Intersection - Utility Locating, As Per Quotation Q6609	MUNI	1,711.49

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38919	09/07/2020	Bell Fire Equipment Company Pty Ltd	Repair Upgrade Top Cab Flashing Light & Replace Bic Female Adaptor Coupling	MUNI	495.00
EFT38920	09/07/2020	Benjamin James Mills	Rates Refund - 17 Short St, Eaton	MUNI	333.45
EFT38921	09/07/2020	Big W	Lego (Various) - For School Holiday Programs	MUNI	731.00
EFT38922	09/07/2020	Bluesteel Enterprises Pty Ltd	PPE - Waterloo Brigade - Masks, Gloves, Boots	MUNI	1,802.23
EFT38923	09/07/2020	Brett Hodgson	Umpire Recoup 1/07/2020	MUNI	88.00
EFT38924	09/07/2020	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	114.67
EFT38925	09/07/2020	Built Right Approvals	4 Year Pool Inspections	MUNI	888.25
EFT38926	09/07/2020	Bunbury Harvey Regional Council	Regional Waste Education Program - June 2020	MUNI	3,898.27
EFT38927	09/07/2020	Bunbury Machinery	Excavator Trailer 1.8T Plus Remote Charger Cord	MUNI	199.09
EFT38928	09/07/2020	Bunbury Mower Service	Honda Buffalo Classic	MUNI	7,525.80
EFT38929	09/07/2020	Bunbury Tyrepower - PICTon	Call Out To Gravel Pit And Fix Loader Tyre - DA873	MUNI	153.00
EFT38930	09/07/2020	Bunnings Group Limited	Acetylene Bottle, Nuts\Bolts M10X75	MUNI	102.61
EFT38931	09/07/2020	Bunbury Auto Electrics	Assess Headlight Issue - DA8222	MUNI	55.00
EFT38932	09/07/2020	Cake Tinz And Thingz	Cake Decorating Products Workshops	MUNI	377.01
EFT38933	09/07/2020	Caltex Australia Petroleum Pty Ltd	Fuel - June 2020	MUNI	13,872.30
EFT38934	09/07/2020	Cameron Baker	Umpire Recoup 1/07/2020	MUNI	88.00
EFT38935	09/07/2020	Capri Di Candilo	Umpire Recoup 6/07/2020 & 7/07/2020	MUNI	90.00
EFT38936	09/07/2020	Caroline Mears	Chair Yoga Sessions - Eaton And Dardanup - 4 Sessions	MUNI	260.00
EFT38937	09/07/2020	Ciphertel Pty Ltd T/A Gateway Internet Services	Monthly Account For Point To Point Microwave Service - May & June 2020	MUNI	5,786.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38938	09/07/2020	City Of Bunbury	City Of Bunbury 2019-2020 Dog/Cat Pound Fees - June 2020	MUNI	884.85
EFT38939	09/07/2020	Cleanaway	Monthly Collection - Waste, Recycling, Park & Street Bins	MUNI	43,822.26
EFT38940	09/07/2020	Cleanaway Solid Waste Pty Ltd	Monthly Kerbside Waste Collection	MUNI	8,884.33
EFT38941	09/07/2020	Codee-Lee Down	Live Music In The Library - Decemeber	MUNI	100.00
EFT38942	09/07/2020	Corinne Shaw	Environmental Health Australia Professional Membership 2020/21	MUNI	500.78
EFT38943	09/07/2020	Country Landscaping Pty Ltd	Aerator Pump Retrieval From Lake At Millbridge And Access	MUNI	920.15
EFT38944	09/07/2020	Dalyellup Yoga	ERC - Yoga Class	MUNI	60.00
EFT38945	09/07/2020	Dapco Tyre And Auto Centre	DA955, DA8222 - Wiper Blades, DA10181 Service & Mini Excavator Replacement Tyre	MUNI	1,411.52
EFT38946	09/07/2020	Dardanup Garage & Service Station	Service - DA005, DA8200, DA588, DA9136 & Trailer	MUNI	1,796.23
EFT38947	09/07/2020	Deputec Pty Ltd	ERC Deputy Roster Software 2019/20 - June 2020	MUNI	83.16
EFT38948	09/07/2020	Donna Bastow	Umpire Recoup 1/07/2020	MUNI	88.00
EFT38949	09/07/2020	Darryl Fishwick	Umpire Recoup 1/07/2020	MUNI	132.00
EFT38950	09/07/2020	Earth 2 Ocean Communications	Remove Radio And Antennas From FCO Vehicle	MUNI	203.50
EFT38951	09/07/2020	Eaton Community Pharmacy	ERC - First Aid Supplies	MUNI	114.78
EFT38952	09/07/2020	Environment Institute Of Australia And New Zealand	Webinar On Biodiversity	MUNI	20.00
EFT38953	09/07/2020	Eve Yoga	ERC - Vinyasa Yoga 24-06-2020	MUNI	60.00
EFT38954	09/07/2020	Fit Right Sit Tight	Car Seat Check Vouchers For The Community X 40	MUNI	900.00
EFT38955	09/07/2020	Fulton Hogan Industries Wa	1 Tonne Of Premix.	MUNI	209.00
EFT38956	09/07/2020	Fencing Unlimited	Installation Of Bar Gate 6M X 1.150M, 2 Posts	MUNI	3,960.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38957	09/07/2020	Go Electrical Contracting	ERC - Replace Faulty Led Downlight, Faulty Exit Sign At Rear Foyer, Globe And Tubes At Reception	MUNI	530.20
EFT38958	09/07/2020	Gymcare	Supply Of Pin Loaded, Plate Loaded And Strength Gym Equipment For The ERC - As Per Rft - F0152487	MUNI	207,997.90
EFT38959	09/07/2020	Harvey Farm Service	2 Roller Mounts And 2 Roller Shaft Collars For Major Verge Mower	MUNI	396.97
EFT38960	09/07/2020	Heatleys	Cleaning Wipes - Respirators	MUNI	86.50
EFT38961	09/07/2020	Howson Technical	Eaton Dr / Watson St Intersection Project Management, As Per Estimate 14/1/2020, 275 Hrs @ \$95/Hr + Gst.	MUNI	3,971.00
EFT38962	09/07/2020	Hays Specialist Recruitment	Mr Malcolm Summers - Contract Planner Week Ending 28/06/2020	MUNI	2,533.58
EFT38963	09/07/2020	Interseat Global Pty Ltd	ERC - Inspect And Report On Grandstand Seating	MUNI	616.00
EFT38964	09/07/2020	JCW Electrical Pty Ltd	Stage 2 Light Replacement And Upgrade For Millars Creek Path Lights	MUNI	39,431.17
EFT38965	09/07/2020	Joanna Hunt	Reimbursement Of Vacation Care Fees - Overpaid Due To Child Care Subsidy Not Being Applied	MUNI	57.00
EFT38966	09/07/2020	Josie Phillips	Umpire Recoup 6/07/2020 & 7/07/2020	MUNI	90.00
EFT38967	09/07/2020	Jason Cartledge	Umpire Recoup 1/07/2020	MUNI	22.00
EFT38968	09/07/2020	Karyn Rowe	Umpire Recoup 6/07/2020 & 7/07/2020	MUNI	90.00
EFT38969	09/07/2020	Kenny Pomare	Umpire Recoup 1/07/2020	MUNI	66.00
EFT38970	09/07/2020	Kings Tree Care	Remove All Dead/Structurally Defective Trees Impacting Private Property - 351 Wellington Mill Road - Storm Damage.	MUNI	6,094.00
EFT38971	09/07/2020	Kleenit Pty Ltd	Graffiti Removal - Eaton Skate Park	MUNI	592.90
EFT38972	09/07/2020	Kmart	Lego - School Holiday Programs	MUNI	110.00
EFT38973	09/07/2020	Larry Price	Repairs To Mowing Deck	MUNI	698.82
EFT38974	09/07/2020	Malatesta Road Paving And Hotmix	Catamol For Cracking And Patches	MUNI	400.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38975	09/07/2020	Marketforce	Advertising June 2020 - Recruitment and Tenders	MUNI	779.94
EFT38976	09/07/2020	Mcleods Barristers And Solicitors	Advice Regarding Banksia Rd Waste Site	MUNI	1,876.05
EFT38977	09/07/2020	Nightguard Security Service	Security Call-Out Service For Dardanup Office - 22/06/2020	MUNI	121.00
EFT38978	09/07/2020	NSCO Consulting	Professional Services & Coaching - Governance	MUNI	528.00
EFT38979	09/07/2020	Onsite Rental Group	Hire Of Temporary Office Behind Eaton Admin Centre	MUNI	1,113.76
EFT38980	09/07/2020	Perfect Landscapes	Mowing - Week Commencing 22/06/2020	MUNI	4,389.00
EFT38981	09/07/2020	Pirtek Bunbury	Seal For Hydraulic Hose Connector	MUNI	8.80
EFT38982	09/07/2020	Rock N Roll High	Summer Sounds In The Park - x 2 Sessions	MUNI	400.00
EFT38983	09/07/2020	Sanity Bunbury	Book Stock Eaton	MUNI	793.92
EFT38984	09/07/2020	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	444.22
EFT38985	09/07/2020	SM Willy Engineering	DA325 - Weld Up Sub Frame And Replace Sockets And Ball Joints	MUNI	2,200.00
EFT38986	09/07/2020	SMR Psychology	Employee Assistance Program - 23/06/2020	MUNI	187.00
EFT38987	09/07/2020	SOS Office Equipment	Photocopier Meter Reading - Located In Stationary Room	MUNI	7,677.56
EFT38988	09/07/2020	Southern Lock And Security	Repair 2 Broken Locks Eaton Boomers Change Rooms	MUNI	241.08
EFT38989	09/07/2020	Spotlight Pty Ltd	Various Items - Sizzex, Cricut, Sewing Machines, Material, Workshops Misc, Etc	MUNI	1,120.20
EFT38990	09/07/2020	Spraymow Services	Typha Removal - Shier Rise Burekup	MUNI	3,764.20
EFT38991	09/07/2020	St Catherine'S On Park	Accommodation - Erin Hutchins - Ignite Management Program (Perth)	MUNI	567.00
EFT38992	09/07/2020	Suez Recycling And Recovery	Monthly Kerbside Recycling Processing	MUNI	8,474.84
EFT38993	09/07/2020	Synergy	Various Electricity Accounts	MUNI	41,493.61

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38994	09/07/2020	Tayla Russell	Reimbursement For National Police Check	MUNI	49.90
EFT38995	09/07/2020	Te Wairimu Elinor Pomare	Umpire Recoup 1/07/2020	MUNI	22.00
EFT38996	09/07/2020	The Workwear Group	Uniform Purchase - Cathy Lee - 7 Shirts	MUNI	430.80
EFT38997	09/07/2020	Therese Price	Umpire Recoup 6/07/2020 & 7/07/2020	MUNI	90.00
EFT38998	09/07/2020	Timbered Services Pty Ltd	Timber Specialist Support For Tender Documentation, Tender Submission Review	MUNI	4,884.00
EFT38999	09/07/2020	Toni Hotchin	Umpire Recoup 7/07/2020	MUNI	45.00
EFT39000	09/07/2020	Totally Sound	11 X Aeromic E-Mic Various Colours	MUNI	3,239.58
EFT39001	09/07/2020	Tradelink	Stainless Steel Toilet Bowl For Watson Reserve Toilets	MUNI	1,466.74
EFT39002	09/07/2020	Triskele Labs Global Pty Ltd	Security Testing Of New RDS Servers Though Covid As Per Quote #000247	MUNI	2,673.00
EFT39003	09/07/2020	Thomsons Smash Repairs	DA9668 - Insurance Repair Excess	MUNI	500.00
EFT39004	09/07/2020	Toll Transport	Postage & Freight - June 2020	MUNI	32.67
EFT39005	09/07/2020	True Track Truck Aligning	DA8457 - Wheel Alignment And Balance	MUNI	355.00
EFT39006	09/07/2020	Urban Development Institute Of Australia (Wa)	Shire UDIA (Wa) 2020-21 Membership	MUNI	2,500.00
EFT39007	09/07/2020	Urbaqua Ltd	Variation 1 - Lps No 9 Waste Precinct - Cleanaway Consultation	MUNI	1,100.00
EFT39008	09/07/2020	Vantage Consulting	Consulting Services To Review And Update Economic Stimulus Package Document	MUNI	6,000.00
EFT39009	09/07/2020	Veolia Environmental Services (Australia) Pty Ltd	Clean Out Roots In Drain	MUNI	2,522.85
EFT39010	09/07/2020	Videopro Pty Ltd	Kramer Via Go Wireless Presentation Solution Sku Viago	MUNI	1,970.99
EFT39011	09/07/2020	Vogue Furniture	Enterprise Heavy Duty Office Chair - Anita Sewell	MUNI	415.00
EFT39012	09/07/2020	Walga	Contribution To Legal Advice - Coastal Hazard Planning Issues Paper	MUNI	1,650.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39013	09/07/2020	Water Corporation	Drainage Reserve At Gardiner Street, Burekup	MUNI	708.68
EFT39014	09/07/2020	Waterloo Nursery	Native Frangipani 25L	MUNI	185.00
EFT39015	09/07/2020	Western Australia Treasury Corporation	Government Guarantee Invoice - Annuity Lending At 30/06/2020	MUNI	7,125.09
EFT39016	09/07/2020	Woolworths Group Limited	General Items Purchased (Grocery Milk Etc)	MUNI	105.13
CHEQUES					
PAYROLL					
DD15074.1	12/06/2020	WA Super	Payroll Deductions	MUNI	35,488.17
DD15074.2	12/06/2020	Perpetual Wealth Focus Super Plan	Superannuation Contributions	MUNI	155.26
DD15074.3	12/06/2020	MLC Super Fund	Superannuation Contributions	MUNI	567.97
DD15074.4	12/06/2020	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	260.88
DD15074.5	12/06/2020	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	290.71
DD15074.6	12/06/2020	One Path Masterfund	Superannuation Contributions	MUNI	78.59
DD15074.7	12/06/2020	Hostplus	Superannuation Contributions	MUNI	263.44
DD15074.8	12/06/2020	Suncorp Brighter Super	Superannuation Contributions	MUNI	156.05
DD15074.9	12/06/2020	BT Super For Life	Superannuation Contributions	MUNI	168.05
DD15074.10	12/06/2020	Local Government Super	Superannuation Contributions	MUNI	232.58
DD15074.11	12/06/2020	BT Super	Payroll Deductions	MUNI	541.06
DD15074.12	12/06/2020	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	261.82
DD15074.13	12/06/2020	Amp Flexible Super - Super Account	Payroll Deductions	MUNI	452.56

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD15074.14	12/06/2020	The Bro Code Super Fund	Payroll Deductions	MUNI	11.52
DD15074.15	12/06/2020	Rest Superannuation	Superannuation Contributions	MUNI	593.22
DD15074.16	12/06/2020	Anz Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	645.63
DD15074.17	12/06/2020	Media Super	Superannuation Contributions	MUNI	498.07
DD15074.18	12/06/2020	Australiansuper	Superannuation Contributions	MUNI	2,824.45
DD15074.19	12/06/2020	Miml - Macquarie Super Accumulator	Superannuation Contributions	MUNI	391.76
DD15074.20	12/06/2020	Burton Superannuation Fund	Superannuation Contributions	MUNI	257.92
DD15074.21	12/06/2020	Construction & Building Industry Super	Superannuation Contributions	MUNI	312.29
DD15094.1	26/06/2020	WA Super	Payroll Deductions	MUNI	35,915.84
DD15094.2	26/06/2020	Perpetual Wealth Focus Super Plan	Superannuation Contributions	MUNI	164.31
DD15094.3	26/06/2020	MLC Super Fund	Superannuation Contributions	MUNI	567.97
DD15094.4	26/06/2020	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	260.89
DD15094.5	26/06/2020	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	290.69
DD15094.6	26/06/2020	One Path Masterfund	Superannuation Contributions	MUNI	106.65
DD15094.7	26/06/2020	Hostplus	Superannuation Contributions	MUNI	336.49
DD15094.8	26/06/2020	Suncorp Brighter Super	Superannuation Contributions	MUNI	166.16
DD15094.9	26/06/2020	BT Super For Life	Superannuation Contributions	MUNI	269.79
DD15094.10	26/06/2020	Amp Flexible Super - Super Account	Payroll Deductions	MUNI	516.01
DD15094.11	26/06/2020	Local Government Super	Superannuation Contributions	MUNI	232.58

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD15094.12	26/06/2020	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	261.82
DD15094.13	26/06/2020	BT Super	Payroll Deductions	MUNI	595.19
DD15094.14	26/06/2020	The Bro Code Super Fund	Payroll Deductions	MUNI	28.80
DD15094.15	26/06/2020	Rest Superannuation	Superannuation Contributions	MUNI	593.22
DD15094.16	26/06/2020	Anz Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	645.63
DD15094.17	26/06/2020	Media Super	Superannuation Contributions	MUNI	498.07
DD15094.18	26/06/2020	Australiansuper	Superannuation Contributions	MUNI	2,976.36
DD15094.19	26/06/2020	Miml - Macquarie Super Accumulator	Superannuation Contributions	MUNI	391.76
DD15094.20	26/06/2020	Burton Superannuation Fund	Superannuation Contributions	MUNI	257.92
DD15094.21	26/06/2020	Construction & Building Industry Super	Superannuation Contributions	MUNI	312.29
DD15122.1	10/07/2020	WA Super	Payroll Deductions	MUNI	35,639.76
DD15122.2	10/07/2020	Perpetual Wealth Focus Super Plan	Superannuation Contributions	MUNI	166.77
DD15122.3	10/07/2020	MLC Super Fund	Superannuation Contributions	MUNI	567.97
DD15122.4	10/07/2020	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	260.88
DD15122.5	10/07/2020	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	307.31
DD15122.6	10/07/2020	One Path Masterfund	Superannuation Contributions	MUNI	125.60
DD15122.7	10/07/2020	Hostplus	Superannuation Contributions	MUNI	281.97
DD15122.8	10/07/2020	Suncorp Brighter Super	Superannuation Contributions	MUNI	170.65
DD15122.9	10/07/2020	BT Super For Life	Superannuation Contributions	MUNI	216.78

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD15122.10	10/07/2020	Amp Flexible Super - Super Account	Superannuation Contributions	MUNI	68.76
DD15122.11	10/07/2020	Local Government Super	Superannuation Contributions	MUNI	232.58
DD15122.12	10/07/2020	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	261.82
DD15122.13	10/07/2020	BT Super	Payroll Deductions	MUNI	541.06
DD15122.14	10/07/2020	Rest Superannuation	Superannuation Contributions	MUNI	737.38
DD15122.15	10/07/2020	The Bro Code Super Fund	Payroll Deductions	MUNI	28.80
DD15122.16	10/07/2020	Anz Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	645.63
DD15122.17	10/07/2020	Media Super	Superannuation Contributions	MUNI	498.07
DD15122.18	10/07/2020	Australiansuper	Superannuation Contributions	MUNI	2,895.94
DD15122.19	10/07/2020	Miml - Macquarie Super Accumulator	Superannuation Contributions	MUNI	391.76
DD15122.20	10/07/2020	Burton Superannuation Fund	Superannuation Contributions	MUNI	257.92
DD15122.21	10/07/2020	Construction & Building Industry Super	Superannuation Contributions	MUNI	302.54
CREDIT CARD					
DD15107.1	30/06/2020	Facebook Ireland Limited	Facebook Advertising For ERC	MUNI	80.00
DD15107.2	30/06/2020	Mailchimp	Monthly Subscription And Charge For Electronic Newsletter	MUNI	112.44
DD15107.3	30/06/2020	Grace Removals Bunbury	Removal Of Gym Equipment - 6 June 2020	MUNI	1,777.60
DD15107.4	30/06/2020	Canva Pty Ltd	Canva Pro Subscription For Community Development Team 12 Month Subscription (\$13.99 Per Month), Includes One Month Free Trial	MUNI	167.88
DD15107.5	30/06/2020	Sai Global	Australian Standard As 4000-1997	MUNI	878.68

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD15107.6	30/06/2020	Web Security Solutions	Comodo Positivessl Wildcard Certificate *.Dardanup.Wa.Gov.Au - Renewal 3 Year	MUNI	255.32

INTERNATIONAL

BPAY

DD15085.1	17/06/2020	Holcim Australia Pty Ltd	Concrete Drainage Materials - Harris Road	MUNI	12,755.60
DD15085.2	17/06/2020	linet Ltd	Monthly Charge For Business-4 Service Sod@Westenet.Com.Au - May 2020	MUNI	174.94

REPORT TOTALS **CERTIFICATE OF Chief Executive Officer** **2,078,947.35**

EFT	1,928,304.50
Muni Cheque	0.00
Payroll	134,440.39
Credit Card	3,271.92
International	0.00
BPAY	12,930.54
TOTAL	2,078,947.35

This schedule of accounts to be passed for payment, covering vouchers as above which was submitted to each member of Council has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings and the amounts shown are due for payment



MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

13	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
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None.

14	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
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None.

15	PUBLIC QUESTION TIME
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16	MATTERS BEHIND CLOSED DOORS
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It is recommended that the following item be heard behind closed doors.

Shire of Dardanup Standing Orders & Local Government Act 1995 Section 5.23 - Matters for Which Meeting May Be Closed:

Standing Order and the Local Government Act 1995 provides for Council to resolve to close the meeting to the public and proceed behind closed doors for matters:

- | |
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| <p><i>S 5.23 (1) Subject to subsection (2), the following are to be open to members of the public-</i></p> <ul style="list-style-type: none"> <i>(a) all Council meetings; and</i> <i>(b) all meetings of any committee to which a local government power or duty has been delegated.</i> <p><i>(2) If a meeting is being held by a Council or by a committee referred to in subsection (1) (b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following -</i></p> <ul style="list-style-type: none"> <i>(a) a matter affecting an employee or employees;</i> <i>(b) the personal affairs of any person;</i> <i>(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;</i> <i>(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;</i> <i>(e) a matter that if disclosed, would reveal -</i> <ul style="list-style-type: none"> <i>(i) a trade secret;</i> <i>(ii) information that has a commercial value to a person; or</i> <i>(iii) information about the business, professional, commercial or financial affairs of a person,</i> <p><i>where the trade secret or information is held by, or is about, a person other than the local government;</i></p> |
|---|

- (f) a matter that if disclosed, could be reasonably expected to -
- (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
- (g) information which is the subject of a direction given under section 23 (1a) of the Parliamentary Commissioner Act 1971; and
- (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

OFFICER RECOMMENDED RESOLUTION

THAT in accordance with the Local Government Act 1995, S 5.23, the Council go Behind Closed Doors [.....pm] to discuss Information where a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

16.1 Title: Expressions of Interest for the Shire Administration and Library Project – Design and Construct [EOI-F0151590]

Reporting Department: Executive

Reporting Officer: Mr Allan Hutcheon - Procurement Officer
Mr André Schönfeldt - Chief Executive Officer

Legislation: Local Government Act 1995

REPORT UNDER SEPARATE COVER

Note: In accordance with the Local Government Act 1995 5.23 (2) this report is not available to the public. The Shire President tables the confidential report on this matter and provides copies to each elected member. The report will be located in the Records Management System of the Council.

OFFICER RECOMMENDED RESOLUTION

THAT Council return from Behind Closed Doors [time].

Note: In accordance with Standing Order 5.2(6) the Presiding Officer, may cause the motion passed by Council whilst behind closed doors to be read out.

17 CLOSURE OF MEETING

The Presiding Officer advises that the date of the next Ordinary Meeting of Council will be Wednesday 26 August 2020, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Presiding Officer to declare the meeting closed.